



Refund Request

A
Instructions

Complete the applicable portion of the form to request a refund of fees paid.

For commercial refund requests the following terms apply:

- Vehicle license plates and registration forms must be surrendered at the time the refund request is made.
An administrative fee of \$10.00 will be withheld from the refund amount due.
Applications for refund must be made by the 5th of the month for that month to be eligible for refund with the remaining months in the registration year.

For non-commercial refund requests the following terms apply:

- Refunds must be requested within 90 days from the date the registration was renewed.
No refund may be made unless the registration and stickers are returned (decals still attached to the vehicle registration card).
Application must be submitted to the county treasurer's office where the vehicle was registered.

For refund requests of the SD motor vehicle excise tax the following terms apply:

- Required documentation must be submitted, along with the original title, and a \$10 title correction fee.

B
Applicant Information

Name: Address:
City: State: Zip Code:

C
Vehicle Information

Year: Make: Model: Transaction #:
Title #: VIN: License Plate # (if applicable):
Date of Registration: Commercial License Tonnage (if applicable):
County: Effective Date of Termination (for commercial refunds):

D
Refund Request & Signature

Please select a check box and sign the form for the applicable refund request:

Refund Calculation

- Commercial Refund-I, the undersigned owner of the above reference vehicle, do hereby surrender the commercial license plates and vehicle registration form issued to this vehicle, and in doing, I understand this vehicle can no longer be used as a vehicle which is required by state law to be registered as a commercial vehicle. I request a refund of the unused portion of the commercial vehicle license fee paid.

Total Refund for ___ Months: \$
Less Administrative Fee: \$ -10.00
Net Amount of Refund: \$ -10

Note: Refunds are paid directly to the vehicle owner.

- Non-Commercial Refund-I certify that the above referenced vehicle was renewed in error and I have surrendered the vehicle's registration along with the unused license plate(s) and/or decal(s). This request for refund is made within 90 days of the date the license fee was paid.

County Use: The above unused registration, plate and/or decal has been surrendered to our office.

Refund Amount: County: Employee Name:

- 4% Excise Tax Refund -I certify that my reason for requesting a 4% excise tax refund is one of the following (select reason) and I have attached the required documentation, title correction fee, and original title:

- A bill of sale was not available or was incomplete at the time of the application. (submit bill of sale)
Trade-in or purchase was indicated incorrectly by the dealership. (submit affidavit of facts from the dealership, corrected purchase agreement, and any other supporting documentation)

Owner's Signature: Date: