

## INSTRUCTIONS

If you feel you are entitled to a refund of overpayment of taxes and/or penalties paid under Revenue and Taxation Code Section 5096, et seq, you are required to complete this form and file it with the Clerk of the Board of Supervisors. You **MUST** pay your taxes and/or penalty prior to filing this claim. Once you have completed this form, mail or personally deliver it and all relevant evidence to:

Clerk of the Board of Supervisors  
ATTN: Claims Division  
400 W. Civic Center Drive,  
6<sup>th</sup> Floor  
Santa Ana, CA 92701

### Section 1 – Name and Mailing Address of claimant

- Type or print the name of the claimant, the agent or attorney (if applicable) and the mailing address you want all correspondence mailed.
- Provide a telephone number where you can be easily reached if there is a question about your claim.
- Be sure to select the type of claim you are requesting: Claim for Refund for Overpayment of Taxes Paid OR Claim for Refund of Penalties for Late Payment of Taxes Paid.

### Section 2 – Refund of Overpayment of Taxes Paid Only

**If you are requesting a Refund of Overpayment of Taxes paid**, you must complete this section.

- Check the box(es) that apply
- Check the appropriate box for the type of refund (partial or full)

NOTE: If you are challenging an Assessment Appeals Board decision and you checked “Yes” on box 8 of your assessment appeal form you are not required to submit this form. You may proceed to Superior Court for further action.

### Section 3 – Refund of Penalties for Late Payment of Taxes Paid Only

**If you are requesting a Refund of Penalties paid**, you must complete this section.

- Check the box in this section

### Section 4 – Reference Appeal No., Assessor’s Parcel Number(s), Tax Year & Claim Amount

- Be sure to properly identify the affected property associated with your claim, including appeal No(s) if applicable
- Provide the Assessor’s Parcel Number (APN) which is available on all correspondence from the Assessor and Tax Collector and/or the Tax Bill Assessment Number
- Fill in tax years and amount of claim. Be sure to break down total claim amount by parcel and tax year.
- If you will be submitting additional documentation with your claim, check the “Backup Documentation is provided” box
- Be sure to adequately identify your reason(s) for filing this claim and include ALL evidence to support your claim.

### Signature

Once you have finalized and printed your claim, be sure to sign under penalty of perjury and return the completed form and accompanying documentation to the Clerk of the Board at the address shown above. All claims must be signed by the claimant or claimant’s agent. If signed by the Claimant’s agent, be sure to print your name clearly. Signatures should be in **blue ink** to easily identify original claims.

If you have any questions, contact the Clerk of the Board at (714) 834-2206.



