



Alabaster
CITY UNLIMITED

REVENUE DEPARTMENT

Petition For Refund
of Taxes Paid to Seller

DATE RECEIVED: ____ / ____ / ____

FOR OFFICE USE ONLY

Pay \$

The facts set out in this petition and the records of this office justify a refund in the amount shown above.

____ / ____ / ____

____ / ____ / ____

DATE APPROVED

FOR OFFICE USE ONLY

The undersigned hereby makes application for refund of _____

Dollars,

(\$_____) for _____ tax paid to said seller who
remitted the tax to the City of Alabaster for the period(s) _____
which amount was erroneously paid, paid in excess of the amount due, or was paid through mistake of fact or law.

Explain in detail the reasons for refund claim (attach additional pages if necessary):

Petition	_____
Adjustment	_____
Discount	_____
Interest	_____
Transfer	_____
Total Amt. To Be Refunded	_____
FOR OFFICE USE ONLY	

SELLER'S LEGAL NAME

PETITIONER'S LEGAL NAME (CONSUMER-PURCHASER)

SELLER'S ACCOUNT NUMBER

ACCOUNT NUMBER AND FEIN (IF ANY)

TELEPHONE NUMBER

SELLER'S FEIN

PETITIONER'S SIGNATURE / TITLE **PLEASE SEE NOTE BELOW.*

PRINT PETITIONER'S NAME

MAILING ADDRESS

CITY

STATE

ZIP CODE

* **NOTE: Must be signed by an Officer, Member, Owner, Partner or Legal Representative.**

(Instructions on Page 2)

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CITY OF ALABASTER

REVENUE DEPARTMENT

Filing The Proper Petition

There are two types of petitions- Direct Petition and Petition for Refund of Taxes Paid to Seller. A Direct Petition for Refund (Form: ST-5) may be filed for tax paid **directly to the City of Alabaster**. A Petition for Refund of Taxes Paid to Seller (Form: ST-6) may be filed by the **consumer/pur-chaser** who paid the tax **directly to the seller**. Listed below are the taxes administered by the Sales and Use Tax Division and the proper petition to file for each.

Type of Tax	Petition Form Required	Signatures Required
City of Alabaster Sales Tax	Joint*	Seller and Purchaser
City of Alabaster Sellers Use Tax	Joint*	Seller and Purchaser
Lodgings Tax	Joint*	Seller and Purchaser
City of Alabaster Consumers Use Tax	Direct	Consumer-Purchaser
Rental or Leasing Tax	Direct	Lessor
Gas Tax	Joint*	Seller and Purchaser
Education Fund Tax	Joint*	Seller and Purchaser

*A **Direct** Petition for Refund (Form: ST-5) may be filed by the **seller** if the seller remitted in excess of the tax due, but never collected the tax from the consumer/purchaser, or if the seller has previously refunded, credited, or repaid the tax directly to the consumer/purchaser. The seller must document these facts in either case.

Required Signatures

The petition must bear the signature of the party involved. If a petitioner is an individual, the individual must sign. If a petitioner is a partnership or limited liability partnership, a partner must sign. If a petitioner is a corporation, an officer of the corporation must sign. If a petitioner is a limited liability company, a member must sign. If a petitioner is a representative of the taxpayer, the Alabama Department of Revenue's official Power of Attorney (POA) form is required.

Documentation

Your petition must be documented. The petitioner should attach invoices, receipts, check copies, accrual records, copies of returns, and other documentation to the petition sufficient to provide an audit trail. If invoice copies are not attached, then a schedule of the invoices providing invoice date, invoice number, invoice amount, and a description of the merchandise should be attached. No refunds will be issued unless proper documentation is attached.

Mail Completed Petition To:

City of Alabaster
Revenue Department
1953 Municipal Way, Ste 101
Alabaster, AL 35007
Telephone: (205) 664-6844
Email: revenue@cityofalabaster.com