



# MOTOR VEHICLE SERVICES

Suzanna Augustine, Administrator

A Division of Ellis County Treasury

718 Main St

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Hays, KS 67601

## Kansas Vehicle Registration/Tax Refund Application Form

Our primary goal is to return a tax/registration refund check to you as quickly and accurately as possible. To accomplish this, your cooperation in fully providing all requested information and/or documents is required. Incomplete submissions will be returned to the owner and cause a delay in payment.

Name of person/dealer/salvage company/insurance company who purchased the vehicle:

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Address where you would like your refund check mailed:

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Signature: \_\_\_\_\_

Social Security Number/FEIN: \_\_\_\_\_

The following must also be included with your refund application form:

1. Your unexpired Kansas license plate.
  2. Your current Kansas registration receipt (If you do not have the registration receipt, please enclose \$1.00 for a duplicate copy to be printed).
- A properly executed power of attorney is required if the applicant for the refund is not named on the vehicle title, or if worksheet is not signed by vehicle owner.
  - Upon receipt of the completed application and supporting documents, your refund will be mailed from the Treasurer's office.
  - Refunds are calculated from the date your completed application is received in our office, **not the date of sale**. To maximize your refund, application should be made prior to the last working day of the month the vehicle was sold.

