



96-0353 R05/17 azdot.gov

Mail Drop 523M  
 ADOT-Refund Unit  
 PO Box 2100  
 Phoenix AZ 85001-2100

## PLATE CREDIT REFUND REQUEST

- Please allow 3 to 6 weeks for processing
- Apply online at [www.servicearizona.com](http://www.servicearizona.com) or
- by Mail, or Fax: 602-712-7071 or
- by Email: [ADOT\\_PFTO\\_Refunds@azdot.gov](mailto:ADOT_PFTO_Refunds@azdot.gov)

If you have questions call 602-712-8391

License Plate Number	Vehicle Identification Number	Year	Make
Customer Name/Lessee (first, middle, last, suffix)		AZ Driver License or EIN, or N/A <input type="checkbox"/>	Date of Birth
Address Where Refund Is To Be Mailed *		City	State Zip
		Email	

\* This will not change your address on your MVD record.

In accordance with Arizona law, you are not eligible for a refund if you register the vehicle in another state.

I certify that I no longer own this vehicle; it has been (check one, must complete Sold Notice below):

- Sold or Traded-in
- Transferred to another person
- Lease ended and vehicle returned
- Vehicle Totaled, Destroyed, or Stolen- Date of Loss: \_\_\_\_\_  
 (Complete the Sold notice with the Name of the Insurance Company)

### SOLD NOTICE (must be completed in full)

Buyer/Lessor Name (first, middle, last, suffix)	Date Sold/ Transferred
Buyer/Lessor Street Address	City State Zip

You are required to destroy the license plate or turn it in to an MVD office or Authorized Third Party Office.

Personalized or Specialty plates do not have to be disposed of, but the month/year tab must be destroyed.

I request a refund of the remaining credit of eligible fees and taxes for the vehicle. I understand that there is a \$12.00 processing fee required by Arizona law, which will be deducted from any refund I receive.

I also understand that in case of multiple owner/lessees, the refund will be divided and distributed among all owner/lessees on the record.

Customer Signature	Date	Phone
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If you were a lessee of the vehicle, your name must be recorded as lessee on the MVD vehicle record in order to have the refund issued in your name.

Once you have requested a refund, the plate indicated above will be removed from the vehicle record and will not be valid until properly re-registered. It is against the law to operate any motor vehicle on the public roads of this state without proper registration.

### Refund Unit Use

TRP Hold	TRP Expiration	Logged	Date Trsfd	New Veh Reg'd	Credit Trsfd	Add'l CR Amount
Misc	Letter E or M	Cr Ltr	No CR Trsfd	Date Received	Refund Amount	