



# CITY REGISTER RECORDING FEE REFUND REQUEST

**INSTRUCTIONS:** If you are requesting a refund of recording fees, please complete this application and mail it to:  
NYC Department of Finance, Division of Land Records, Administrative Support, 66 John Street, 13th Floor, New York, NY 10038.

- Complete one refund request form for each transaction ID.
- Please read the instructions on page 3 for help completing this form. Please print clearly.
- Provide one of the following as proof of payment: cancelled check, receipt, or payment cover page.
- Refund requests must be made within three years of the date of payment.
- UCC processing fees are not refundable pursuant to Executive Law 96-A.

## SECTION I: GENERAL INFORMATION

1. Transaction ID: \_\_\_\_\_ 2. Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_
3. Amount of Refund Recording Fee Requested: \$ \_\_\_\_\_
4. Reason for Refund (Check the Applicable Box):  Overpayment of Recording Fee  Double Payment of Recording Fee

## SECTION II: APPLICANT INFORMATION

### Part 1:

1. Name of Applicant: \_\_\_\_\_
2. Address: \_\_\_\_\_  
NUMBER AND STREET APT/FLOOR
- City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_
3. Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Part 2:

1. Applicant's Interest in Property:  Owner  Title Co.  Other (please specify) \_\_\_\_\_
2. Email (if different from above): \_\_\_\_\_
- Phone Number (if different from above): \_\_\_\_\_

## SECTION III: ORIGINAL PAYER INFORMATION

1. Original Payer: \_\_\_\_\_
2. Address: \_\_\_\_\_  
NUMBER AND STREET APT/FLOOR
- City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_
3. Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_



# CITY REGISTER RECORDING FEE REFUND REQUEST

## GENERAL INFORMATION

**PLEASE COMPLETE THIS FORM ONLY IN THE FOLLOWING CASES:**

- There has been an overpayment of a recording fee in a document transaction
- There has been a double payment of recording fees in a document transaction

**DO NOT COMPLETE THIS FORM IF:**

- You believe you overpaid the mortgage recording tax and wish to apply for a refund. See [www.tax.ny.gov/pit/mortgage/mtgidx.htm](http://www.tax.ny.gov/pit/mortgage/mtgidx.htm)
- You believe you overpaid the New York State real estate transfer tax (TP584). See [www.tax.ny.gov/bus/transfer/rptidx.htm](http://www.tax.ny.gov/bus/transfer/rptidx.htm)
- You believe you are entitled to a refund of an overpayment of New York City real property transfer tax (RPTT): Instead, please submit a written request and proof of payment (front and back of the cancelled check) to: NYC Department of Finance, Business/Excise Tax Refund Unit, 59 Maiden Lane, 20th Floor, New York, NY 10038.

## INSTRUCTIONS

PLEASE READ CAREFULLY

Please provide one of the following as proof of payment: cancelled check, receipt, or payment cover page. Complete one refund request form for each transaction ID.

**Section I: General Information**

- The transaction ID number can be found on the recording and endorsement cover page.
- The borough/block/lot number is on the recording and endorsement cover page. You can also look up your BBL at [www.gov/bbl](http://www.gov/bbl).
- Be sure to check the appropriate box that indicates the reason for the refund.

**Section II: Applicant Information**

- Print all information clearly in ink.

**Section III: Original Payer**

This section must be completed in order for the Department of Finance to process your refund request.

**Section IV:** Sign the applicable certification.

**Section V:** Clearly print the name of the person or entity to whom the check is to be made payable so the check can be mailed. Provide the party's complete mailing address, including apartment number and ZIP code.

If you have any questions regarding this form, please visit [www.nyc.gov/propertyrefunds](http://www.nyc.gov/propertyrefunds).

Mail your completed City Register Recording Fee Refund Request Form, along with all required documentation, to:

NYC Department of Finance  
Division of Land Records  
Administrative Support  
66 John Street, 13th Floor  
New York, NY 10038