

NEW YORK CITY DEPARTMENT OF FINANCE • DIVISION OF LAND RECORDS

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.

SE	CTION 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
SE	CTION II: APPLICANT INFORMATION			
Pa	rt 1:			
1.	Name of Applicant:			
2.	Address:	NUMBER AND STREET		APT/FLOOR
	City:		ZIP Code:	
3.	Email:	Phone Number:		
Pa	rt 2:			
1.	Applicant's Interest in Property: ☐ Owner ☐	Title Co. Unter (please specify)_		
2.	Email (if different from above):			
	Phone Number (if different from above):			
C.F	OTION III. ODICINAL DAVED INFORMATION	-		
SE	CTION III: ORIGINAL PAYER INFORMATION			
1.	Original Payer:			
2.	Address:	NUMBER AND STREET		APT/FLOOR
	City:	State:	ZIP Code:	
3.	Email:	Phone Number:		

Date Reviewed

SECTION IV: CERTIFICATION

Date Received

Reviewed By

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refund be paid to the above-r arising from this refund and refund paid is subject to audi	If the City of New York verifies that a credit exists amed individual or entity. I also agree to release to reimburse the City for any costs resulting from and recouppment. I understand that any willful fail that the Depart of the control of the	the City of New York from any claims n claims arising from this refund. Any
ject me to the penalties descr	ibed in the Penal Law.	
Signature	Print Name	Date
SIGN HERE IF YOU ARE NOT THE O	RIGINAL PAYER OF THE FEE BUT HAVE BEEN DULY AUTHO	DRIZED TO REQUEST AND RECEIVE
ing fee for which this refund is refund paid is subject to audit	erly authorized to submit this refund request by the requested. I have advised the party for whom I at and recoupment. I certify that all statements mad famy knowledge. I understand that any willful false in the Penal Law.	nm submitting this application that any e and information provided herein are
Signature	Print Name	Date
SECTION V: COMPLETE THIS P THE PERSON WHO	ORTION OF THE APPLICATION ONLY IF THE PERSO ORIGINALLY PAID THE RECORDING FEE.	
SECTION V: COMPLETE THIS P THE PERSON WHO . Make refund check payable 2. Address:	ORTION OF THE APPLICATION ONLY IF THE PERSON ORIGINALLY PAID THE RECORDING FEE.	ON APPLYING FOR THE REFUND IS NO
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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
- You believe you overpaid the New York State real estate transfer tax (TP584). See ww.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.
- 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.

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