



UNUSED REAL ESTATE TRANSFER TAX STAMP REFUND APPLICATION

The request for a refund must be filed within six months from the date the transfer stamp was issued.

Please Note:

1. You must provide the original transfer stamp to obtain your refund.
2. Your request must be made within six months of the issuance date on the transfer stamp.
3. All water services will revert back to original owner of record along with any outstanding balances.
4. A \$10.00 non-refundable processing fee applies.

APPLICANT INFORMATION (NAME of INDIVIDUAL REQUESTING REFUND)

Name: _____

Mailing Address: _____

Telephone Number: _____

Refund Amount \$
(Amount of Seller's Stamp less \$10 processing fee)

Date of **CLOSING**: _____

ISSUED STAMP # _____

Name of Seller(s): _____

Address of Property: _____

Property Pin # _____

Amount of Stamp Paid \$ _____
at Seller's Closing

Name of Purchaser: _____

I / We hereby affirm this application is complete and accurate to the best of my / our knowledge.

I / We understand that it may take up to six weeks from date of request to receive refund.

Please mail completed application along with original stamp to:

**Finance Department
re: Unused Stamp Refund Request
101 Schaumburg Court
Schaumburg, IL 60193**

Applicant Signature: _____ **Date:** _____

Applicant Email Address: _____

*****FOR OFFICE USE ONLY*****

Account ORG 4400156 OBJ 5008

Collections Clerk: _____ **Date:** _____ **Collections Supervisor:** _____ **Date:** _____

Vendor # _____ **Requisition #** _____ **PO #** _____

Approved Refund Amount: _____ **Check Released Date:** _____ **Date Entered:** _____