



REVENUE DEPARTMENT
Direct Petition For Refund
NOTE: Separate Petitions are Required For Each Type of Tax

Pay \$ _____

The facts set out in this petition and the records of this office justify a refund in the amount shown above.

_____/_____/_____

_____/_____/_____

DATE APPROVED
FOR OFFICE USE ONLY

DATE RECEIVED: ____/____/_____

FOR OFFICE USE ONLY

The undersigned hereby makes application for refund of _____

Dollars,

(\$ _____) _____ tax paid by said undersigned to the City of Alabaster for the period(s) _____ which amount was erroneously paid, paid in excess of the amount due, or was paid through mistake of fact or law.

Explain in detail the reasons for refund claim (attach additional pages if necessary):

Petition	_____
Adjustment	_____
Discount	_____
Interest	_____
Transfer	_____
Total Amt. To Be Refunded	_____
FOR OFFICE USE ONLY	

PETITIONER'S LEGAL NAME _____ ACCOUNT NUMBER _____ FEIN _____

DOING BUSINESS AS (IF APPLICABLE) _____ TELEPHONE NUMBER _____

PETITIONER'S SIGNATURE **PLEASE SEE NOTE BELOW.* _____ PRINT PETITIONER'S NAME _____ PETITIONER'S TITLE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

*** NOTE: Must be signed by an Officer, Member, Owner, Partner or Legal Representative.**

CITY OF ALABASTER

REVENUE DEPARTMENT

Filing The Proper Petition

There are two types of petitions- Direct Petition and Petition for Refund of Taxes Paid to Seller. A Direct Petition for Refund (Form: ST-5) may be filed for tax paid **directly to the City of Alabaster Revenue Department**. A Petition for Refund of Taxes Paid to Seller (Form: ST-6) may be filed by the **consumer/purchaser** who paid the tax **directly to the seller**. Listed below are the taxes administered by the Sales and Use Tax Division and the proper petition to file for each. (Form: ST-5) may be filed for license fees paid directly to the City of Alabaster Revenue Department.

Type of Tax	Petition Form Required	Signatures Required
City of Alabaster Sales Tax	Joint*	Seller and Purchaser
City of Alabaster Sellers Use Tax	Joint*	Seller and Purchaser
Lodgings Tax	Joint*	Seller and Purchaser
City of Alabaster Consumers Use Tax	Direct	Consumer-Purchaser
Rental or Leasing Tax	Direct	Lessor
Gas Tax	Joint*	Seller and Purchaser
Education Fund Tax	Joint*	Seller and Purchaser

*A **Direct** Petition for Refund (Form: ST-5) may be filed by the **seller** if the seller remitted in excess of the tax due, but never collected the tax from the consumer/purchaser, or if the seller has previously refunded, credited, or repaid the tax directly to the consumer/purchaser. The seller must document these facts in either case.

Required Signatures

The petition must bear the signature of the party involved. If a petitioner is an individual, the individual must sign. If a petitioner is a partnership or limited liability partnership, a partner must sign. If a petitioner is a corporation, an officer of the corporation must sign. If a petitioner is a limited liability company, a member must sign. If a petitioner is a representative of the taxpayer, the Alabama Department of Revenue’s official Power of Attorney (POA) form is required.

Documentation

Your petition must be documented. The petitioner should attach invoices, receipts, check copies, accrual records, copies of returns, and other documentation to the petition sufficient to provide an audit trail. If invoice copies are not attached, then a schedule of the invoices providing invoice date, invoice number, invoice amount, and a description of the merchandise should be attached. No refunds will be issued unless proper documentation is attached.

Mail Completed Petition To:

City of Alabaster
 Revenue Department
 1953 Municipal Way, Ste 101
 Alabaster, AL 35007

Telephone: (205) 664-6844
 Email: revenue@cityofalabaster.com