



# Motor Vehicle Division

Mail Drop 523M  
Refund Unit  
Motor Vehicle Division  
PO Box 2100  
Phoenix AZ 85001-2100

## PLATE CREDIT REFUND REQUEST

- Please allow 6 to 8 weeks for processing
- For faster service, apply online at [www.servicearizona.com](http://www.servicearizona.com)

License Plate Number	Vehicle Identification Number	Year	Make
Customer Name (first, middle, last, suffix)		Driver License or EIN	Date of Birth
Address Where Refund Is To Be Mailed *		City	State Zip

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

If the vehicle is now registered in another state, you are not eligible for a refund, in accordance with Arizona law.

- I certify that I no longer own this vehicle; it has been (check one, must complete Sold Notice below):
- sold
  - transferred to another person
  - lease ended and vehicle returned

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

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

I further certify that: (check only one)

- I have surrendered the plates to an MVD or authorized Third Party office –or–
- I have destroyed the plates –or–
- If personalized or other special plates, I have destroyed the month and year tabs that were on the plates.  
(Personalized or other special plates do not need to 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
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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 vehicle will no longer be registered. It is against the law to operate any motor vehicle on the public roads of this state without proper registration.

### Refund Unit Use

MVD Office Number	Business Date	Date Processed	Transaction Number	Refund Amount
Prepared By		Approved By		