



## DOUGLAS COUNTY TREASURER

### Refund Worksheet

1100 Massachusetts St  
Lawrence, KS 66044-0884  
(785) 832-5273

Please return/complete the following to apply for a refund of the unused portion of motor vehicle taxes and registration fees on the vehicle that you have sold:

1.) The current Kansas registration. If you do not have it, please send a check made payable to Douglas County Treasurer in the amount of \$1.00 for a reprint.

2.) The Kansas license plate and current decal (trailer, non-RV trailer, and moped registrations are not eligible for refunds)

Plate number: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

Make: \_\_\_\_\_

3.) Address where the refund check is to be mailed: \_\_\_\_\_

\_\_\_\_\_

4.) Your daytime telephone number; \_\_\_\_\_

5.) Social Security number of all registered owners: \_\_\_\_\_

6.) Signature **and** hand printed name of owner(s):

\_\_\_\_\_

(All signatures are required if the names are joined by "and" on the Kansas Registration)

Pursuant to K.S.A. 79-5107 Refunds are calculated from the date your application is processed in our office, not the date of sale. To maximize your refund, application should be made prior to the last working day of the month the vehicle was sold. Refunds of less than Five Dollars (\$5.00) are prohibited by Kansas Law.

Missing or incomplete information/documents will delay and/or reduce your refund amount.

Pursuant to K.S.A. 79-2011, if delinquent personal property tax and/or delinquent real estate tax are due, the County Treasurer's Office will apply refund amount to those taxes and a refund check for any remaining refund above \$5.00 will be issued to you.

**\*Please note:** If you have moved out of state, registered this vehicle in your new state, and are requesting a refund of the unused personal property taxes, all of the above are required plus of copy of your out of state registration and a copy of your out of state driver's license.

Send completed form and required materials to Douglas County Treasurer P.O. Box 884 Lawrence, KS 66044