



Sales and Use Tax Division
P.O. Box 530
Columbus, OH 43216-0530
tax.ohio.gov

Motor Vehicle Refund Checklist (Customer-Filed Claims)

The following documents must be supplied when applying for a sales/use tax refund on a titled motor vehicle:

1. A completed Application for Sales and Use Tax Refund (form STAR). The original and one copy of the STAR must be provided. Only one set of back-up documents is needed.
2. A completed Supporting Schedule for STAR (form STAR S).
3. Copies of all retail buyer's agreements **or** a notarized statement from the seller **or** a copy of the notarized title indicating the selling price of the vehicle. (A copy of the tax receipt will not suffice.)
4. Copies of all tax receipts issued by the Clerk of Courts **or** other documentation that would prove the sales and use tax was paid.
5. Proof the full purchase price was refunded to you, such as a copy of the cancelled check (front and back).
6. Proof that the vehicle you traded in was titled back into your name.
7. A copy of the title showing the incorrect vehicle was titled back to the original owner/seller **or** a copy of form BMV-3711 showing the incorrect title was cancelled.
8. A copy of your PUCO certificate **and/or** a copy of your contract to haul if you are under contract with someone who has PUCO authority.
9. A copy of your 501(c)(3) certification issued by the federal government if claiming nonprofit organization.

Items 1-3 are mandatory for all refund claims filed. Items 4-9 are only needed if applicable.

This list is general in nature. In the event additional information is needed, a request will be made to the proper party.

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