



## Motor Vehicle Refund Checklist (Vendor-Filed Claims)

The following documents must be supplied when applying for a sales and use tax refund:

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 tax receipts issued by the Clerk of Courts.
4. Copies of all retail buyer's agreements.
5. A copy of the title showing where the incorrect vehicle was titled back to the dealership **or** a copy of a duplicate MCO/MSO **or** a copy of form BMV-3711. The BMV-3711 is a title cancellation letter and can be obtained from the Bureau of Motor Vehicles (BMV) in Columbus.
6. Evidence that you have refunded your customer the **full** purchase price, such as a copy of the **cancelled check** (front and back) or other documents that show the refund to your customer.
7. Evidence that you have refunded your customer the **difference** in the **purchase price** of the two vehicles, such as a copy of the **cancelled check** (front and back) or other documents that show the refund to your customer.
8. Evidence that you have refunded your customer the **difference** in the **sales tax** between the two counties, such as a copy of the **cancelled check** (front and back) or other documents that show the refund to your customer.
9. Evidence that you have refunded your customer the **sales tax**, such as a copy of the **cancelled check** (front and back) or a statement signed by your customer stating that they agree to wait for the sales tax refund until you receive it from the state
10. Evidence that you have refunded your customer the **full down payment**, such as a copy of the **cancelled check** (front and back) or other documents that show the refund to your customer.
11. A copy of your customer's PUCO certificate and/or a copy of their contract to haul, if they are under contract with someone who has PUCO authority.
12. A copy of your customer's 501(c)(3) certification.
13. A copy of the title showing where the vehicle your customer traded in was titled back to them.

**Items 1-3 are mandatory for all refund claims filed. Items 4-13 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.