REQUEST FOR REFUND

AUDIT DISCLAIMER: THIS REQUEST WILL PROMPT AN AUDIT OF YOUR CITY OF OAKLAND TAX RECORDS.

Business Tax Account Number:________________________

I, ____________________________, taxpayer or other person determined to be liable for the tax or said person’s guardian or conservator, hereby request for a refund in the amount of $_______________ from the above business tax account for the following reason:

<table>
<thead>
<tr>
<th>Box</th>
<th>Reason for Submitting this Request</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Responding to a credit notice</td>
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<tr>
<td>2.</td>
<td>Multiple payments on an account</td>
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<tr>
<td>3.</td>
<td>Amend a tax declaration for one or more tax years</td>
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<tr>
<td>4.</td>
<td>Business closed and the business license was mistakenly renewed</td>
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<tr>
<td>5.</td>
<td>Other: provide details and/or attach supporting documentation.</td>
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</tbody>
</table>

For duplicate credit card payments, contact your financial institution to dispute the charges before submitting this request.

Valid refund claims must include sufficient documentation of proof of payment and a financial basis for the claim. Proof of payment may include, but not limited to, receipts, cancelled checks and bank statements, while financial documentation may include, but not limited to, IRS and sales tax returns, profit & loss, financial statements and employee reports.

This claim should be filed within specific time periods in accordance with Oakland Municipal Code Sections 5.04.540 and 5.04.570.

I hereby declare under penalty of perjury that the information contained herein is true and complete.

Name (Print):________________________ Signature:____________________ Date:_________________

Phone:________________________ Email:________________________

Mail Request to:

City of Oakland
Revenue Management Bureau - Audit Unit 150 Frank H. Ogawa Plaza, Suite 5342 Oakland, CA 94612

Or

Email to: juriarte@oaklandca.gov.

Please allow three (3) to six (6) months for processing.

Please visit the City of Oakland’s website at www.oaklandca.gov for the Oakland Municipal Code. For further assistance or information, contact Jaime Uriarte (510) 238-4943 or email juriarte@oaklandca.gov.