

# CITY OF OAKLAND



150 FRANK H. OGAWA PLAZA, SUITE 5342 • OAKLAND, CALIFORNIA 94612

Finance Department  
Revenue Management Bureau-Audit Section  
[www.oaklandca.gov](http://www.oaklandca.gov)

(510) 238-3084  
TDD (510) 238-3254

## 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:

Mark the box that corresponds with the reason for submitting this request	Box
1. Responding to a credit notice	<input type="checkbox"/>
2. Multiple payments on an account	<input type="checkbox"/>
3. Amend a tax declaration for one or more tax years	<input type="checkbox"/>
4. Business closed and the business license was mistakenly renewed	<input type="checkbox"/>
5. Other: <i>provide details and/or attach supporting documentation.</i>	<input type="checkbox"/>

**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](mailto: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](http://www.oaklandca.gov) for the Oakland Municipal Code. For further assistance or information, contact Jaime Uriarte (510) 238-4943 or email [juriarte@oaklandca.gov](mailto:juriarte@oaklandca.gov).