



# RENTAL PROGRAM REGISTRATION FEE REFUND FORM

**Instructions:** Use this form to request a refund of the NYC Department of Finance’s Rental Program plate registration fee. The Department of Finance will review your request and issue a refund within approximately 30 business days. All information requested in the form is required. Please note that all refunds will be issued in the form of a paper check. Completed forms should be emailed to FleetRental@finance.nyc.gov.

Agency #: **R**

## SECTION A. CONTACT INFORMATION

PLEASE PRINT OR TYPE:

BUSINESS NAME:

BUSINESS ADDRESS (NUMBER AND STREET):

CITY:

STATE:

ZIP CODE:

MAILING ADDRESS (NUMBER AND STREET):

CITY:

STATE:

ZIP CODE:

PRIMARY CONTACT NAME:

PHONE NUMBER:

EMAIL:

SECONDARY CONTACT NAME:

PHONE NUMBER:

EMAIL:

## SECTION B: PAYMENT INFORMATION

Paid By (Check One):

a.  Credit/Debit Card (Confirmation or Receipt #: \_\_\_\_\_)

b.  Electronic Check (Confirmation or Receipt #: \_\_\_\_\_)

PAYMENT DATE:

PAYMENT AMOUNT:

NUMBER OF PLATES:

**SECTION C: PLATE INFORMATION**

Plate Number	State	Type	Plate Number	State	Type

\*Please use another form for additional plates.

**SECTION D: CERTIFICATION**

I hereby affirm that I am entitled to a refund in the amount of \$\_\_\_\_\_ because the vehicle was not registered under the company name.

AUTHORIZED SIGNATURE	PRINT NAME	DATE