



**Elliott & Associate's Request for Reissuance of Refund Check Form**

Anxious to deposit your property refund check? Us too! If you cannot deposit your check because it was issued to the wrong payee, please complete the following form **and** submit proof of payment showing that you are entitled to the refund.

**Refund Information**

Property Address: \_\_\_\_\_  
PIN(s): \_\_\_\_\_  
Tax Year(s): \_\_\_\_\_

**Contact Information:**

Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Please check **one** of the following:

- I paid the taxes for the tax year in question. I certify that I am entitled to the refund. Included is my proof of payment (see next page for examples).
- My name has legally changed. Included is proof of my name change (ex: marriage certificate) Please reissue check to my new name.
- I believe that I am entitled to this refund but cannot provide proof of payment. See below for Explanation:

I hereby certify, under penalty of law, that I am legally and equitably entitled to the refund for the appeal in question; and that, if I am not so entitled, I will promptly return the refund to Elliott & Associates Attorneys, P.C. ("Elliott"). I hereby agree to indemnify, defend, and hold Elliott harmless in the event any party claims Elliott should not have issued such refund check to me, demands that Elliott return the refund to such party, or in any way seeks a return of such refund.

Accordingly, I request that Elliott void the original attached refund check(s) and reissue to the Requested Payee Name noted above.

\_\_\_\_\_  
Requested Payee Name

\_\_\_\_\_  
Requested Payee Signature

Once completed, please mail us **this completed form, the original refund check, proof of payment:**  
Elliott & Associates Attorneys, P.C., c/o Refunds Department, 1430 Lee Street, Des Plaines, IL 60018

## **Accepted Forms of Proof of Payment**

### **PROOF OF PAYMENT MUST ACCOMPANY EVERY FORM**

***Refund checks will be issued payable to the person or entity shown by the Treasurer's office to have paid the taxes for both installments for the appealed tax year. Exceptions will be considered only if Elliott & Associates receives a notarized letter from the payer of record directing us to refund you instead.***

#### **IF YOU PAID BY CASH**

- A photocopy of your teller receipt for the appropriate tax year.

#### **IF YOU PAID BY PERSONAL CHECK/BUSINESS CHECK**

- A photocopy of the front and back of both canceled checks used to pay the taxes for the tax year.  
NOTE: If you cannot locate a copy of the canceled checks used to pay taxes, you may submit a copy of the monthly bank statement that shows the corresponding check number, amount of payment and the name of the account holder.

#### **IF YOU PAID BY CASHIER'S CHECK/MONEY ORDER**

- A photocopy of the customer receipt, or the front of the cashier's checks or money orders for the tax year.

#### **IF YOU PAID BY ON-LINE PAYMENT to the Treasurer**

- Your bank statement indicating the successful transfer of funds to the Treasurer's Office for the tax year and installment(s).

#### **IF YOU PAID THROUGH YOUR MORTGAGE COMPANY, BANK OR TITLE COMPANY**

- A statement or letter from the company indicating: (1) Property Index Number, (2) taxpayer's name, (3) taxpayer's address, (4) amounts paid, and (5) dates of payments.

HELPFUL TAXPAYER TIP: One shortcut for proof of a mortgage company payment is to use a copy of your IRS Form 1098. This record, which most taxpayers keep with their income-tax files, is the form that the mortgage company sends to report the interest you paid and the taxes the company paid on your behalf. This is especially useful if you refinanced, your loan was sold, or the mortgage company for a past tax year cannot be contacted. Be sure to submit the correct calendar year copy of the IRS Form 1098 record. (For example, the 2016 property taxes were due in calendar year 2017. As such, your 2017 IRS 1098 form would be your proof of payment for the 2016 property taxes in most cases.)

#### **IF YOU PAID MULTIPLE PARCELS WITH ONE CHECK**

For each refund requested, a list of the PINs paid with that check must be provided with a copy of the front of the checks.