

# West Virginia Department of Transportation Division of Motor Vehicles Application for Refund



PO Box 17700 • Charleston, WV 25317  
1-800-642-9066 • www.dmv.wv.gov

**ALL REFUND REQUESTS MUST BE ACCOMPANIED BY COPIES OF CANCELLED CHECK(S) (FRONT AND BACK) AND/OR APPLICABLE TRANSACTION RECEIPT(S).**

**DMV Policy:** Refunds will **ONLY** be given for **unused** decals and **unused** plates with the return of the decal, plate, and registration card. **On duplicate payments, the Division will refund with both cash receipts and copies of both canceled checks.** On driver's license applications, the Division will refund only on a departmental error. On CDL's, the Division only refunds on departmental error.

**All applications for refund must be tendered to the Division of Motor Vehicles within SIX (6) months after the date of transaction.**

### A) Required Refund Information

REFUND TO (NAME)					
ADDRESS			CITY	STATE	ZIP CODE
DRIVER'S LICENSE NUMBER		EXPIRATION DATE		DATE OF BIRTH	
PLATE NUMBER (INCLUDE SPACES)		VIN NUMBER			
MAKE	MODEL	YEAR	WEIGHT	TITLE NUMBER	

Reason for Refund \_\_\_\_\_

Refund Total \$ \_\_\_\_\_

Signature (X) \_\_\_\_\_  
SIGNATURE - YOU MUST SIGN HERE TO CERTIFY YOUR REQUEST

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE OF REQUEST - MUST BE WITHIN SIX MONTHS OF TRANSACTION DATE

### B) Credit Card Payment Detail (If applicable)

**Credit Card Refund Policy:** You may only have the refund transaction applied to a credit card if a credit card was originally used. When you elect to have a refund processed to a credit card, it must be the same credit card used in the initial transaction.

Card Type  DISCOVER  AMERICAN EXPRESS  MasterCard  VISA

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Card Holder Signature (X) \_\_\_\_\_ Date \_\_\_\_\_

### Division of Motor Vehicles Use Only • If error was made by DMV, a Supervisor must sign below.

Supervisor's Signature \_\_\_\_\_

FIMS Number \_\_\_\_\_

Accounting Sign-Off \_\_\_\_\_

Date \_\_\_\_\_

Date Completed \_\_\_\_\_

Warrant Number \_\_\_\_\_