



## **Sales/Use Tax Application for Refund Checklist**

***A signed and completed Sales and Use Tax Application for Refund (ST AR) and all supporting documentation must be provided with the initial refund request. The taxpayer is responsible for filing amended return(s) to correct all filing periods included on the refund request.***

A separate ST AR must be filed when requesting a refund for sales tax and a refund for consumer use tax.

### **Consumer Filed Refund Claims**

For all consumer filed refund claims, the following supporting documentation must be supplied:

- Copies of original invoices or similar documents indicating the amount of sales tax charged.
  - To aid in efficient processing, if there are more than 25 invoices with the application for refund, an electronic version of Microsoft Excel or Microsoft compatible spreadsheet should be submitted. The spreadsheet must be in the same format and contain column headers outlined on the Schedule of Supporting Documents (page 4 of this document).
- Proof the invoice was paid in full including sales tax, such as:
  - Copies of canceled checks (front/back).
  - Copies of bank statements or ACH transaction reports listing payment for invoices.
  - Accounts payable transaction listing.
  - Other verifiable electronic documentation from an accounting software package indicating payment.

**Note:** In the event the payment is for multiple invoices, a listing of all invoices covered by the payment or remittance advice is required to provide proof the invoices were paid in full.

### **Consumer Filed Refund – Sales Tax Paid to a Vendor**

In addition to the documentation listed above, the following supporting documentation must be supplied:

- Detailed statement of usage for each invoice submitted. References to the Ohio Revised Code or legal opinions alone is not enough to substantiate the refund request.

### **Consumer Filed Refund – Use Tax Reported and Paid in Error on a Consumer's Use/Direct Payment Account**

In addition to the documentation listed above, the following supporting documentation must be supplied:

- Purchase journals, accrual sheets, summary reports used to prepare the use tax return or other verifiable documentation used to record and report your Ohio use tax liability.
- Documents used to accrue use tax for the refund period stated on the ST AR should be submitted in an electronic format utilizing Microsoft Excel or a Microsoft compatible spreadsheet. The spreadsheet must be in the same format and contain the column headers outlined on the Schedule of Supporting Documents (page 4 of this document).

**Note:** Return confirmation screen prints will not be accepted as proof of accruals for use tax.

## Consumer Filed Refund – Capitalized Research and Development

In addition to the documentation listed above, the following supporting documentation must be supplied:

- Proof the items meet the criteria for research and development (refer to ORC 5739.01(GG and HH)).
- Information indicating that the item was capitalized (asset ledgers, depreciation schedules, etc.).

## Consumer Filed Refund – Bad Debts

In addition to the documentation listed above, the following supporting documentation must be supplied:

- Provide evidence that the bad debt has been written off on your federal income tax return or that the bad debt is no longer included in your accounts receivable ledger.
- Additionally, to determine the validity of the bad debt deduction, provide items (B)(1) through (8) listed in Ohio Adm. Code 5703-9-44 Bad Debts available at [codes.ohio.gov/ohio-administrative-code/rule-5703-9-44](https://codes.ohio.gov/ohio-administrative-code/rule-5703-9-44).

## Vendor Filed Refund Claims

For all vendor filed refund claims (excluding titled motor vehicles), the following supporting documentation must be supplied:

- Copies of original invoices or similar documents indicating the amount of sales tax charged.
  - To aid in efficient processing, if there are more than 25 invoices with the application for refund, an electronic version of Microsoft Excel or Microsoft compatible spreadsheet should be submitted. The spreadsheet must be in the same format and contain column headers outlined on the Schedule of Supporting Documents (page 4 of this document).
- If the customer paid sales tax, one of the following must be provided:
  - Copies of credit memos issued to the customer.
  - Copies of canceled checks (front/back) of the refund issued to the customer.
  - Electronic documentation showing issuance of credit to the customer's accounts receivable balance.
  - A written statement from the customer agreeing to await reimbursement of tax until final determination of the refund claim.
- If the customer did not pay the sales tax, proof that the customer's account receivable was adjusted for amount of sales tax on the invoice must be provided.
- If the vendor received an exemption certificate, a copy of the valid exemption certificate (obtained within ninety days of date of sale) or letter of usage submitted by the customer must be provided.

**Note:** If an exemption certificate is obtained after ninety days of date of sale, the vendor should provide a statement of usage from the customer fully describing the use of the item purchased. A reference to the Ohio Revised Code or Ohio Administrative Code will not meet this requirement.

## Vendor Filed Refund – Amended Return

If an amendment was filed to the original return, proof is required to verify original and amended figures for the period(s) listed on the refund application.

- A copy of sales journals, cash register receipts, summary reports or any other verifiable documents used to prepare the original and/or amended returns are acceptable.

**Note:** Return confirmation screen prints will not be accepted as proof of original and or amended figures.

### **Titled Motor Vehicle Refund Claims**

#### **Consumer or Vendor Filed Refund – Titled Motor Vehicle Refund Request**

The following documents must be supplied when applying for a sale or use tax refund on a titled motor vehicle.

- Copies of all tax receipts issued by the Clerk of Courts or other documentation that would prove the sales and use tax was paid.
- Copies of all retail buyer's agreements or a notarized statement from the seller (applicable to consumers). A copy of the tax receipt and title will not suffice.
- Proof the full purchase price was refunded, such as a copy of the canceled check (front/back) or other documents that show the refund.
- A copy of the title showing where the incorrect vehicle was titled back to the dealership or original owner/seller or a copy of a duplicate MCO/MSO or a copy of form BMV-3711. The BMV-3711 is a title cancellation letter and can be obtained from the Bureau of Motor Vehicles.
- Proof that the vehicle traded in was titled back into the original owner/seller's name or dealership.
- A copy of the customer's Public Utilities Commission of Ohio (PUCO) certificate and/or a copy of their contract to haul, if they are under contract with someone who has PUCO authority.
- A copy of the customer's 501(c)(3) certification issued by the federal government if claiming non-profit organization.

#### **Vendor Filed Refund – Titled Motor Vehicle Refund Request**

In addition to the documents listed above, a vendor may supply the following supporting documentation:

- Evidence the customer was refunded the difference in the purchase price of the two vehicles, such as a copy of the canceled check (front/back) or other documents that show the refund.
- Evidence the customer was refunded the difference in the sales tax between the two counties, such as a copy of the canceled check (front/back) or other documents that show the refund.
- Evidence the customer was refunded the sales tax, such as a copy of the canceled check (front/back) or a written statement from the customer agreeing to await reimbursement of tax until final determination of the refund claim.
- Evidence the customer was refunded the full down payment, such as a copy of the canceled check (front/back) or other documents that show the refund.

## Schedule of Supporting Documents

List every invoice included on the application for refund.

Name and Address of Purchaser or Supplier	Item Sold/ Purchased	Date of Sale/ Purchase	Invoice Number	Amount of Sale/Purchase Subject to Tax	Amount of Tax	Period	County No. Where Tax Was Remitted	Detailed Statement of Usage (Note: A statutory reason will not suffice.)

\*An electronic version of Microsoft Excel or Microsoft compatible spreadsheet should be submitted for all claims containing 25 or more invoices.

\*\*For county numbers, please visit [tax.ohio.gov/salesanduse/ratechanges](http://tax.ohio.gov/salesanduse/ratechanges) to view **Rates listed by county and transit authority** under the current period rate changes section.