



City of Chicago- Department of Finance  
 Utility Billing and Customer Service  
 P.O. Box 6330  
 Chicago, IL 60680-6330

## APPLICATION FOR REFUND

Utility Account # \_\_\_\_\_ - \_\_\_\_\_ Applicant Name \_\_\_\_\_

Utility Service Address \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_ Applicant's Relationship to Property \_\_\_\_\_

Refund Amount Requested: \$ \_\_\_\_\_ Transaction Date: \_\_\_\_\_

Briefly Explain Reason for Request \_\_\_\_\_

### COMPLETE THIS SECTION ONLY FOR ELECTRONIC PAYMENTS

For Credit Cards:	What are the last 4 digits of the credit/debit card?	
For Electronic Checks:	What is the routing #?	
	What is the account #?	

### COMPLETE THIS SECTION ONLY FOR REGULAR CHECK PAYMENTS

Make Refund Check Payable to:	
Refund Check Mailing Address:	

**In order to process your refund, you must provide proof of all applicable payments resulting in the credit balance now showing on your account. This can include bank or credit card statements or transactions, receipts, copies of the front and back of checks or money orders, etc.**

The undersigned applicant on oath deposes and says that she/he paid all Utility Bills for the above premise and that she/he is subject to penalties for perjury for falsification herein.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return application to:**  
 City of Chicago- Department of Finance  
 Utility Billing and Customer Service  
 P.O. Box 6330  
 Chicago, IL 60680-6330

**Or email to:**  
 utilitybill@cityofchicago.org

<b>Office Use Only:</b>	
_____ Approved	_____ Denied
By: _____	Date: _____
Voucher: _____	
Refund Amount: _____	
Reason: _____	