

Ross County Treasurer Refund Application

Instructions: Please provide payment verification for your refund claim (Example: copy of canceled check *front and back*, stamped receipt, mortgage, escrow statement, settlement statement, closing agreement etc.) Incomplete applications or those with insufficient proof of payment may result in denial of your claim.

The application process may take up to 6-8 weeks based on the volume of requests and research required to verify the information provided. Please call our office at 740-702-3080, Option 1 with any questions. Your completed application should be mailed to: **Ross County Treasurer * Attn: Refunds * 2 N Paint Street, Suite F, Chillicothe, OH 45601** or emailed to: **Treasurer@rosscountyohio.gov**

Refund Request Information:

Amount of Refund: \$ _____ Parcel# _____ Tax Year _____

Owner's Name: _____ Property Address: _____

Reason for Refund: (please attach any payment verification documents to this form)

- ____ Property Tax Adjustment
- ____ Prepay Budget Account Reason: Property Transferred on _____
- ____ Prepay Budget Account Reason: Death of Owner on _____ (certificate required)
- ____ Prepay Budget Account Reason: Closeout of account
- ____ Duplicate Payment due to Refinance
- ____ Duplicate payment due to Transfer of Ownership
- ____ Duplicate Payment/ Payment made in error
- ____ Other (please explain) _____

Claimant's Name _____ Phone Number _____

Claimant's Address: _____ City _____ State _____ Zip _____

Mail Check Refund to the Claimant's address Listed Above? ____ Yes ____ No

If "No" provide the name and mailing address here: _____

Notarized Certification:

I, the undersigned claimant, make claim to funds now in the Ross County Treasurer's custody in the amount stated above. Having confirmed my interest in this claim to the Mortgage Company, Title Agency, or any other interested parties, and under penalty of perjury, I certify that the information provided on this form is true and correct. All supporting documents presented are original or true copies of the original documents. I also certify that I, or the entity I represent, is the lawful owner of the funds described above and agree to indemnify and hold harmless Ross County, Ohio, the Ross County Treasurer, and its employees and contractors from any damages, claims, or losses of any kind resulting from payment of the above-described funds to me. Furthermore, I understand that any liability resulting from this claim remains with me.

Claimant's Signature: _____ **Date:** _____
(If claiming on behalf of a business, indicate both your name and the business name)

State of _____ County of: _____

Subscribed and sworn to before me by _____ this ____ day of _____, 20____

Notary Public Signature

For Office Use Only:

Date Received: _____ Amount: _____ Refund # _____ Check # _____

Ross County Treasurer- Proof of Payment

Proof of payment ensure that refunds go only to those who made the overpayment. It also helps prevent those who file fraudulent claims from obtaining a refund.

Accepted Forms of Proof of Payment:

The documents must show that you paid the taxes for the Tax Year and Installment when the overpayment occurred. Taxes are always paid a year behind. For example, Tax Year 2025 taxes were collected in calendar year 2026.

IF YOU PAID BY CASH

- A copy of your stamped receipt.

IF YOU PAID BY PERSONAL CHECK/BUSINESS CHECK

- A copy of the front and back of the canceled check(s) used to pay the taxes.

(IF YOU PAID MULTIPLE PARCELS WITH ONE CHECK: For each refund requested, a list of the parcels paid with that check must be provided with a copy of the front and back of the check.)

IF YOU PAID BY CASHIER'S CHECK/MONEY ORDER

- A copy of the customer receipt, or the front of the check or money order.

NOTE: If you cannot locate a copy of the canceled check(s) used to pay taxes, you may submit a copy of the monthly bank statement that shows the corresponding check number and amount of payment.

IF YOU PAID BY ON-LINE PAYMENT

- Printed Receipt with confirmation number.
- Copy of your bank statement indicating the transfer of funds to the Treasurer's Office.
- Copy of your credit card statement showing payment to the Treasurer's Office.

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

- A statement, letter, or closing agreement from the company indicating: (1) Property Parcel Number, (2) taxpayer's name, (3) taxpayer's address, (4) amount(s) paid, and (5) date(s) of payment(s).

TIP: One shortcut for proof of a mortgage company payment is to use a copy of your IRS Form 1098. The lender sends this form to report the interest and taxes paid on your behalf. This form is especially useful if you refinanced, your loan was sold, or the mortgage company cannot be contacted.

Be sure to submit the correct calendar year copy of the Form 1098.

If you have questions contact us at:

treasurer@rosscountyohio.gov or (740) 702-3080 Option 1