



Bossier City-Parish Sales and Use Tax Division
 P O Box 71313
 Bossier City, LA 71171-1313
 Phone 318-741-8549 Fax 318-741-8997
<https://www.bossiercity.org/171/Tax-Division>

CLAIM FOR REFUND OR CREDIT OF TAXES PAID

Account Number: _____ Business Name: _____
 Business Address: _____

Contact Person: _____ Contact Telephone: _____

Type of Tax: _____ Contact Email Address: _____

Period(s): _____

Total Taxes Remitted _____

Total Taxes Due, as amended _____

Difference (Total Refund Requested) _____

All approved claims will be processed as credit memos. Checks will be granted on a limited case-by-case basis.

This refund is claimed for the following reasons (check all that apply):

- Mathematical error on return or supporting documents
- Taxpayer failed to claim properly documented eligible deductions on original return (resales, returns, etc)
- Taxpayer construction of the law contrary to the collector's construction of the law at the time of payment
- Error, omission, or mistake of fact of consequence to the determination of the tax liability by the taxpayer or collector
- Change made by the collector in an assessment, notice or billing issued
- Subsequent determination that taxpayer was entitled to pay a tax at a reduced rate
- Payment exceeded the amount on the face of the return
- Bad debt write-off
- Other (describe): _____

Include the following documents with the application:

- An amended return for applicable periods
- If this application for refund is for multiple months, please attach a monthly detail of taxes remitted, amended taxes due, and refund amounts
- All documentation needed to adequately determine that a refund is due. This may include, but is not limited to original invoices, credit invoices, original tax return, proof of payment, customer exemption certificates, and monthly sales summary.
- For bad debt write-offs, please supply the State's approval letter and the corresponding federal income tax return.

If all necessary documentation is not simultaneously submitted with this application, the refund request will not be considered as received and ready for review.

Under the penalty of perjury, I declare that, to the best of my knowledge, all the facts alleged above as a basis for reasonable cause (including all accompanying documentation) are true, correct, and complete.

 Printed Name of Applicant

 Signature of Applicant

 Title

 Date