

# Refund Worksheet

## Douglas County Treasurer

2601 West 6th Street, Lawrence, KS, USA 66049



For use in Douglas County, KS

### Refund Application

*Please return/complete the following to apply for a refund of the unused portion of motor vehicle taxes and registration fees on the vehicle that you have sold:*

1. The current Kansas registration. If you do not have it, please send a check made payable to Douglas County Treasurer in the amount of \$1.00 for a reprint.
2. The Kansas license plate and current decal (trailer, non-RV, and moped registrations are not eligible for refunds)

Plate number

Vehicle Year

Make/Model

3. Address where the refund check is to be mailed

Street Address

City

State

Zip

4. Mobile Phone
5. Social Security Number
6. Signature(s)  
and (if applicable)
7. Printed Name(s)  
and (if applicable)

***All signatures are required if the names are joined by "AND" on the Kansas Registration***

### Additional Information

**Pursuant to K.S.A 79-5107** Refunds are calculated from the date your application is processed in our office, not the date of sale. To maximize your refund, this application should be made prior to the last working day of the month the vehicle was sold. Refunds of less than Five Dollars (\$5.00) are prohibited by Kansas Law.

**Missing or incomplete information/documents** will delay and/or reduce your refund amount.

**Pursuant to K.S.A. 79-2011**, if delinquent personal property tax and/or delinquent real estate tax are due, the County Treasurer's Office will apply refund amount to those taxes and a refund check for any remaining refund above \$5.00 will be issued to you.

**\*Please note:** If you have moved out of state, registered this vehicle in your new state, and are requesting a refund of the unused personal property taxes, all the above are required PLUS copies of your out of state Driver's License and out of state Registration.

*Send completed form and required materials to:  
Douglas County Treasurer PO Box 884 Lawrence, KS 66044*

**Questions?** E-mail us at [motorvehicles@dgcoks.gov](mailto:motorvehicles@dgcoks.gov) or call us at (785) 832-5273.