

Refund Request Instructions

1. Complete a Claim for credit or refund of taxes paid form.
2. Provide an explanation for the refund request if the reason is not readily determinable from the amended return.
3. Prepare an amended return for each of the periods affected (see note below) with supporting documentation such as invoice copies, ledger sheets, vendor exemption certificates, etc. to support any figures changed from the original return.

Note: If the refund is the result of an error that covers more than five periods, a schedule of the necessary adjustments may be submitted instead of multiple amended returns. This schedule should include the following information by tax period:

- Gross Sales recorded on the original return
 - Total Deductions from the original return
 - Amended Gross Sales
 - Amended Deductions
 - Tax Paid with the original return
 - Amended Tax Due for that period
4. The following are the most common documentation requirements for refund requests:
 - **Refunds due to sales returns and allowances:** Prepare an amended form for the month in which the returned merchandise was originally sold and the applicable tax was originally paid. Invoices, credit memos, and exemption certificates as applicable should be included with the request to support the adjusted figures.
 - **Refunds due to accounting errors:** Prepare an amended return and provide copies of ledger sheets or other accounting documentation to support the adjusted figures.
 - **Refunds paid to this jurisdiction in error:** In the case of an audit, include a copy of the audit assessment and work papers to support the refund amount. Otherwise, provide copies of the invoices you are basing the refund request on.
 5. Send the request to our office at:
 - Webster Parish Sales Tax Commission
 - P.O. Box 357
 - Minden, LA 71058
 - (318) 377-8948

Contact Cyndy Herrington, Administrator, for further information