



Municipality of Anchorage Motor Fuel Tax Claim for Refund Instructions

IMPORTANT NOTICE
Send original form to:
Municipality of Anchorage
Treasury Division
Fuel Tax
P.O. Box 196650
Anchorage, AK. 99519-6650

- Enter complete name and mailing address. Correspondence will be sent to this address.
- Enter beginning and ending date of the claim period.
- Identify tax exempt entity that paid tax. If Line #4 applies, please attach explanation and documentation of exempt status.
- Enter total gallons under fuel type.
- Calculate tax refund and total for all fuel types.
- Signature of preparer and claimant are required. If claimant is also preparing the document, please sign both boxes.
- Complete Supporting Schedule A listing all invoices that total the requested refund.
- Attach invoice copies or other satisfactory records for each invoice listed on Schedule A.
- Send claim form along with supporting schedule and invoice copies.

NOTE: Anchorage Municipal Code 12.55.180 limits tax refunds to a purchaser to 90 days from the end of the month in which the purchase was made. AMC 12.55.170 limits tax refunds to dealers to no later than two years from the date any excess payment was transmitted to the department.

Mail completed forms to:

Municipality of Anchorage
Treasury/Fuel Tax
Po Box 196650
Anchorage, AK 99519-6650

Or hand deliver to:

Municipality of Anchorage
632 W 6th Ave., Suite 330
Anchorage, AK 99501