



DEPARTMENT OF REVENUE
CITY OF IRONDALE

Direct Petition For Credit

pursuant to Ordinance 2024-03

Credit \$ _____

The facts set out in this petition and the records of this office justify a credit in the amount shown above.

_____/_____/_____

_____/_____/_____

DATE APPROVED
FOR OFFICE USE ONLY

DATE RECEIVED: ____/____/_____

FOR OFFICE USE ONLY

The undersigned hereby makes application for credit of _____ Dollars, (\$ _____) amount paid by said undersigned to the Irondale Department of Revenue for the period(s) _____ which amount was erroneously paid, paid in excess of the amount due, or was paid through mistake of fact or law.

Explain in detail the reasons for refund claim (attach additional pages if necessary):

Petition	_____
Adjustment	_____
Discount	_____
Interest	_____
Transfer	_____
Total Amt. To Be Credited	_____
FOR OFFICE USE ONLY	

PETITIONER'S LEGAL NAME _____ TAXPAYER ID NUMBER _____ FEIN _____

DOING BUSINESS AS (IF APPLICABLE) _____ TELEPHONE NUMBER _____

PETITIONER'S SIGNATURE **PLEASE SEE NOTE BELOW.* _____ PRINT PETITIONER'S NAME _____ PETITIONER'S TITLE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

*** NOTE: Must be signed by an Officer, Member, Owner, Partner or Legal Representative.**

Filing The Proper Petition

Required Signatures

The petition must bear the signature of the party involved. If a petitioner is an individual, the individual must sign. If a petitioner is a partnership or limited liability partnership, a partner must sign. If a petitioner is a corporation, an officer of the corporation must sign. If a petitioner is a limited liability company, a member must sign. If a petitioner is a representative of the taxpayer, the Alabama Department of Revenue's official Power of Attorney (POA) form is required.

Documentation

Your petition must be documented. The petitioner should attach invoices, receipts, check copies, accrual records, copies of returns, and other documentation to the petition sufficient to provide an audit trail. If invoice copies are not attached, then a schedule of the invoices providing invoice date, invoice number, invoice amount, and a description of the merchandise should be attached. No refunds will be issued unless proper documentation is attached.

Email Completed Petition To:

Revenue@cityofirondaleal.gov