



# **Cook County Treasurer**

# CERTIFICATE OF ERROR REFUND APPLICATION

1					
Proper	rty Index Number (PIN)		Volum	ie	Tax Year
CR/JR	Number		Certificate of Error Numl	ber	
Pleas	se indicate where the check	will be mailed.			
	yer Name		In care of		
	yer name		In care or		
Addres	SS		Daytime Phone		
City/Si	tate/Zip		Email		
previous and rea	y certify, under penalty of law, that I sly received all or any part of a refund ison; and that, if I am not so entitled, fund, including costs and attorney's fee	rom the Office of the Cook Cou I will indemnify and hold the G	nty Treasurer or any other party f	or the same	year, Property Index Number (P.
Signat	ture		Date		
_ •	<ul> <li>A letter (or letters) from any mortgage company, title company or other third-party who submitted payment the includes the following: (1) Property Index Number, (2) taxpayer's name, (3) amount(s) paid, and (4) date(s) of payment(s).</li> <li>Mail this completed application (with proof of payment attached) to the Treasurer's Office address below. Incomplete applications or those with insufficient proof of payment may be returned. Additional information on proof of payment can be found on the reverse side of this form. Please contact us at www.cookcountytreasurer.com, or call us a supplication.</li> </ul>				
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 Proofed By:
 Date:

 Entered By:
 Date:

Last Revised 7/2023

## "WHY IS IT IMPORTANT TO SUBMIT PROOF OF PAYMENT?"

The Office of Cook County Treasurer Maria Pappas helps homeowners and other taxpayers obtain refunds they are entitled to receive.

Please note that property-tax payments are made on a Property Index Number (PIN) that represents the legal description of your home or other property. Various parties may have paid taxes on that PIN. Because of different circumstances, refunds can go to the current owner, past owner, or a third party. Proof of payment is required to ensure that refunds go only to those who paid the taxes. Proof of payment helps prevent those who file fraudulent claims from obtaining a refund.

# Accepted Forms of Proof of Payment

## **IF YOU PAID BY CASH**

A photocopy of your teller receipt for the appropriate tax year.

#### IF YOU PAID BY PERSONAL CHECK/BUSINESS CHECK

• A photocopy of the front of the canceled check(s) used to pay the taxes for the tax year and installment(s).

#### IF YOU PAID BY CASHIER'S CHECK/MONEY ORDER

• A photocopy of the customer receipt, or the front of the check or money order for the tax year and installment(s).

NOTE: If you cannot locate a copy of the canceled check(s) used to pay taxes, you may submit a copy of the monthly bank statement that shows the corresponding check number and amount of payment.

## IF YOU PAID BY ON-LINE PAYMENT AT www.cookcountytreasurer.com

• Your bank statement indicating the successful transfer of funds to the Cook County Treasurer's Office for the tax year and installment(s).

## IF YOU PAID THROUGH YOUR MORTGAGE COMPANY, BANK OR TITLE COMPANY

• A statement or letter from the company indicating: (1) Property Index Number, (2) taxpayer's name, (3) taxpayer's address, (4) amount(s) paid, and (5) date(s) of payment(s).

HELPFUL TAXPAYER TIP: One shortcut for proof of a mortgage company payment is to use a copy of your IRS Form 1098. This record, which most taxpayers keep with their income-tax files, is the form that the mortgage company sends to report the interest you paid and the taxes the company paid on your behalf. This is especially useful if you refinanced, your loan was sold, or the mortgage company for a past tax year cannot be contacted. Be sure to submit the correct calendar year copy of the IRS Form 1098 record. (For example, the 2020 property taxes were due in calendar year 2021. As such, your 2021 IRS 1098 form would be your proof of payment for the 2020 property taxes in most cases.)

#### IF YOU PAID MULTIPLE PARCELS WITH ONE CHECK

• For each refund requested, a list of the PINs paid with that check must be provided with a copy of the front of the check for the installment(s).

If you have questions, contact us at www.cookcountytreasurer.com, or (312) 443-5100.