



CERTIFICATE OF ERROR REFUND APPLICATION

STEP 1 Fill in each blank below (Please print clearly)

1 Property Index Number (PIN) Volume Tax Year  
CR/JR Number Certificate of Error Number

STEP 2 Please indicate where the check will be mailed.

2 Taxpayer Name In care of  
Address Daytime Phone  
City/State/Zip Email

I hereby certify, under penalty of law, that I am legally and equitably entitled to the refund based on the referenced Certificate of Error; that I have not previously received all or any part of a refund from the Office of the Cook County Treasurer or any other party for the same year, Property Index Number (PIN) and reason; and that, if I am not so entitled, I will indemnify and hold the Office of the Cook County Treasurer harmless from any and all adverse claims to such refund, including costs and attorney's fees.

Signature Date

STEP 3 Please review the reverse side of this form and attach any and all proof of payment available, such as:

- Copy of the front side of the cancelled check(s) used to pay the 2nd Installment taxes for the tax year in question. If the refund amount is more than the 2nd Installment amount paid, you will need to provide a copy of the front of the canceled check(s) used to pay both the 1st and 2nd Installments.
- Copies of the teller receipt if paid by cash for the tax year in question.
- A letter (or letters) from any mortgage company, title company or other third-party who submitted payment that includes the following: (1) Property Index Number, (2) taxpayer's name, (3) amount(s) paid, and (4) date(s) of payment(s).

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 at (312) 443-5100 with any questions.

MAIL ALL APPLICATIONS TO:  
Cook County Treasurer  
Refund Department  
118 N. Clark Street – Room 112  
Chicago, IL 60602

For Office Use Only

PROPERTY INDEX NUMBER (PIN) VOLUME TAX YEAR

CR/JR NUMBER CERTIFICATE OF ERROR NUMBER

1ST INSTALLMENT

2ND INSTALLMENT

Amount Due: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Total Tax DUE: \_\_\_\_\_

Total Tax PAID: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Proofed By: \_\_\_\_\_ Date: \_\_\_\_\_

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

## ***"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](http://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 2013 property taxes were due in calendar year 2014. As such, your 2014 IRS 1098 form would be your proof of payment for the 2013 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](http://www.cookcountytreasurer.com), or (312) 443-5100.**