

**COUNTY OF MONMOUTH
TREASURER'S OFFICE
CLAIM FOR REFUND – REALTY TRANSFER FEE**

**Send Claim Form To: Monmouth County
Dept of Finance
1 E Main St
Freehold, NJ 07728**

**Enclose with this signed form: Copy of original Recorded Deed
Copy of Re-Recorded Deed
Copy of Cancelled Check(s)
Copy of State Refund Claim**

1. _____
Name of person/company who paid Realty Transfer Fee

2. _____
Street Address City State Zip

3. Deed Grantor _____ Deed Grantee _____
Recorded Date _____ County _____ Book _____ Page _____ Instrument # _____

4. Total RTF paid \$ _____ Amount of refund requested \$ _____

5. Reason(s) for claiming refund:
(a) Deed is exempt from County portion of Basic Fee, Additional Fee, Supplemental Fee or General Purpose Fee for the following reason:

(b) Deed "Consideration" should be \$ _____ instead of \$ _____ as stated in original recording.

(c) Other reason(s):

6. A separate refund claim for the State portion of the Realty Transfer Fee has been made and a copy of same is attached.

7. Name, address and telephone number of person or legal representative to whom the refund is to be forwarded:

This certifies that I have paid the Realty Transfer Fee and that I am entitled to claim the refund.

Date

Sign Name

Print Name

Directions for claiming refund from New Jersey State for overpayment of Realty Transfer Fees

1. Complete RTF-3 State of NJ Div of Taxation Claim for Refund-Realty Transfer Fee. (from State of NJ web-site www.state.nj/treasury/taxation or county sites www.visitmonmouth.nj.us/clerk or www.oprs.co.monmouth.nj.us or www.njcountyrecording.com)
2. Send completed RTF-3, copy(s) of recorded and re-recorded deed(s) proving overpayment, and copy(s) of cancelled checks (both sides) to:

Realty Transfer Fee
Division of Taxation
PO Box 251
Trenton, NJ 08695-0251

Directions for claiming refund from Monmouth County Treasurer for overpayment of Realty Transfer Fees

1. Complete RTF-refund Monmouth County form which may be obtained from the Monmouth County Clerk's office or from these county web-sites www.visitmonmouth.nj.us/clerk or www.oprs.co.monmouth.nj.us or www.njcountyrecording.com
2. Send completed Refund form along with copy of completed RTF-3 used to obtain state refund, copy(s) of recorded and re-recorded deed(s) proving overpayment, and copy(s) of cancelled checks (both sides) to:

Monmouth County
Attn: Finance Department
1 East Main St, 3rd floor
Freehold, NJ 07728