



MAINE REVENUE SERVICES SALES, FUEL & SPECIAL TAX DIVISION

APPLICATION FOR REFUND OF SALES OR USE TAX

Refunds are disallowed when an application is received more than 3 years after the date of overpayment.

Additional information or documentation may be requested by Maine Revenue Services.

This refund request is considered incomplete until any requested additional information has been received.

Failure to provide any requested additional information could result in a denial of your request.

Section 1: Taxpayer & Refund Information

☐ SSN/ITIN ☐ FEIN: ☐ No Valid FEIN/SSN or ITIN

Name:

Address:

City: State: Zip:

Account # (if applicable):

Contact Person:

Exemption Certificate # (if applicable):

Phone #:

Purchase Date of Property:

Email:

AMOUNT OF REFUND REQUEST: \$

Indicate the reason for your refund:

☐ Commercial Agricultural Production, Commercial Aquacultural Production, Commercial Fishing, Commercial Wood Harvesting, or Commercial Windjammer - **ALSO COMPLETE SECTION 2.**

☐ Sales tax paid on the purchase of a vehicle

☐ Vehicle used in Interstate or Foreign Commerce

☐ Manufacturing (more than 50% of the time)

☐ Sales tax paid by tribal member or tribal entity

☐ Purchase of battery energy storage system

☐ Sales Tax Paid on Goods for Resale

☐ Other

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Section 2: Refund Request for Items Used in Certain Commercial Activities

Commercial Exemption Certificate Number:

Select the item(s) this request is for: ☐ Fuel ☐ Electricity ☐ Machinery, equipment, or repair parts

Description of Equipment:

Is this equipment 100% depreciable for IRS purposes? ☐ Yes ☐ No

If NOT 100% depreciable, please give percentages: %

Briefly explain the primary use of this equipment and give the percentage of use performing this function:

Section 3: Provide the following

- ☐ If you are requesting a refund of sales tax for more than one item or purchase, provide a spreadsheet or other itemization of all items for which you are requesting a refund detailing how items are used.
- ☐ A cover letter, detailing the reason for the refund request.
- ☐ Copies of invoices or receipts documenting sales tax charged.
- ☐ Proof of payment. If paid by card, provide bank or credit card statements, showing transactions, business name/carholder name. If paid by check, copies of cancelled check (front/back), and bank statements reflecting transactions, as well as account holder name. If paid by cash, must provide receipts reflecting payment by cash.
- ☐ If the refund is for sales tax paid on items for resale, provide customer invoices showing sales tax charged.
- ☐ If the refund is for a vehicle (car/truck, ATV, snowmobile, watercraft), please send a copy of the registration to include: Year; Make; Model; VIN; Plate number; and Place and date of registration.
- ☐ Any other pertinent information.

Additional information or documentation may be requested by Maine Revenue Services to review your request. Failure to provide requested information will delay the processing of your refund and may result in denial.

COMMERCIAL EXEMPTION REFUNDS

Depreciable machinery and equipment must be used more than 50% of the time in a qualifying activity to qualify for any refund.

First-year farmers, fishermen, aquaculture, wood harvesters, and windjammer operators may apply for a refund for the period prior to the effective date of their exemption certificate.

Dual-purpose farmers and fisherman may apply for a refund of tax paid on qualifying equipment.

If you do not have an exemption card, include with this refund application a copy of the income tax return filed for the year corresponding with the time of purchase of the fuel, electricity, or equipment as evidence that you were engaged in the related commercial activity at the time.

Additional information regarding items that do or do not meet qualification requirements can be found in Instructional Bulletin No. 59 (“Commercial Agriculture, Commercial Aquaculture, Commercial Fishing and Commercial Wood Harvesting”) and Rule 323, which can be found on MRS’s website, www.maine.gov/revenue.

Note: If tax was paid to a retailer and not directly to Maine Revenue Services, the refund(s) can be obtained from the retailer.

I, the purchaser, certify under the pains and penalty of perjury, that the refund of Maine sales and use tax I am requesting has NOT been refunded or credited to me, either by the retailer to whom the sales tax was originally paid, or by Maine Revenue Services. I also declare that I WILL NOT request a refund or credit of the sales tax from the retailer.

I further certify that the statements made in this application and any attachments thereto are true, accurate and complete to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name: _____ Title: _____

To apply for a refund electronically, visit the Maine Tax Portal at: <https://revenue.maine.gov>, navigate to the business panel, select Sales and Service Provider Refund Application, and complete the application. Or you can choose to submit it via email to: SalesApp.MRS@maine.gov. You can also mail it to: Maine Revenue Services, Sales, Fuel & Special Tax Division, P.O. Box 1060, Augusta, ME 04332-1060.

Questions? Email Maine Revenue Services with questions to SalesApp.MRS@maine.gov