

REV-1651

BUREAU OF INDIVIDUAL TAXES
PO BOX 280603
HARRISBURG, PA 17128-0603

**APPLICATION FOR REFUND
PENNSYLVANIA REALTY
TRANSFER TAX**

Complete all requested information and mail to: PA DEPARTMENT OF REVENUE, BUREAU OF INDIVIDUAL TAXES, PO BOX 280603, HARRISBURG, PA, 17128-0603 or email to ra-bitrealtytransfertax@pa.gov. See additional instructions on the reverse side.

SECTION I APPLICANT INFORMATION

Name		Telephone Number	
Street Address	City	State	ZIP Code

SECTION II DOCUMENT/TRANSACTION INFORMATION

Book	Page
Instrument Number	
Date Recorded	

GRANTOR	GRANTEE
Name(s)	Name(s)
Name(s)	Name(s)
Name(s)	Name(s)

REAL ESTATE LOCATION

Street Address	City	State	ZIP Code
County			

SECTION III REFUND INFORMATION

Amount of Refund Requested \$ _____

Explanation for Refund Request _____

SECTION IV SIGNATURE OF APPLICANT

Signature	Date
-----------	------

Please allow four to six weeks for processing of your refund application.



1651022105

1651022105

Instructions for REV-1651

Application for Refund Pennsylvania Realty Transfer Tax

REFUND INSTRUCTIONS

Please refer to RTT Bulletin 2022-02 - Realty Transfer Tax Payments and Refund Procedure, which provides additional information about the "Application for Refund" process as well as additional information regarding how to obtain a Realty Transfer Tax Refund.

This application must be filed with the PA Department of Revenue within three (3) years from the tax payment date.

Do not use this form to request a refund of amounts paid as the result of an assessment. To request such a refund, you must file a petition for refund with the department's Board of Appeals within six (6) months of the assessment payment.

The following information must be included with the application:

1. A copy of the applicable deed, with a legible tax stamp.
2. Evidence to show who paid the tax.
3. Completed REV-1894 Realty Transfer Tax Refund Consent Form(s) if applicable. Refer to RTT Bulletin 2022-01 for more information.
4. Documentation to support any overpayment claimed.

Failure to include all requested information may result in a denial of the refund.

FORM INSTRUCTIONS

Complete all fields and sections on the application.

SECTION I

APPLICANT INFORMATION

Enter all requested information.

This application must be completed and signed by the Applicant. If the applicant is a Representative for either the Grantor or Grantee, a Power of Attorney must be sent with the application.

The refund will be issued to the applicant. Please see RTT Bulletin 2022-01 regarding necessary REV-1894 Realty

Transfer Tax Consent forms required for the applicant to receive the refund.

SECTION II

DOCUMENT/TRANSACTION INFORMATION

- Provide the Book, Page, and/or Instrument Number, along with the date the deed was recorded at the recorder of deeds office.
- Enter the names of the Grantor(s) and Grantee(s) listed on the recorded document.
- Provide the street, city, state, zip code and county for the real estate associated with the transfer.

SECTION III

REFUND INFORMATION

- Enter the amount being requested for refund. Do not include local tax amount. Local tax refund requests must be directed to the local municipality and school district.
- Provide a detailed explanation as to the reason for the refund request. Provide all supporting documents such as copies of birth certificates, marriage certificate, divorce decree, court order, etc. Please only send copies. Documents sent to the department will not be returned.

SECTION IV

SIGNATURE OF APPLICANT

The applicant must sign and date form.

A refund request cannot be processed without a signature of the applicant.