

**Supporting Documentation Required for Refund**

- MDT / MCS Refund Application filled out and signed
  - Name and Contact information
- W-9 Form or W-8 Form (Canadian) (only required for cash and / or check payments). If needed, please call into the Helena Office at 406-444-7638 to request a form.
- Copies of Permits or Licensing
- How was transaction paid?
  - If paid by Credit Card – the last four digits of credit card are needed
  - If paid by e-Check – the last four digits of account number are needed

**Refund Application:**

Refund Applications must be submitted on the MDT / MCS Refund Application Form. The form is available online at <http://www.mdt.mt.gov/publications/forms.shtml#refunds>

- The application must be filled out in its entirety and signed.
- Permit Requests: It must show the permit number being requested for refund, the date it was issued, the permit number of the replacement permit, the name of company or individual the permit was issued to, and the complete mailing address.
- Checks will be made out to the Carrier or Individual to whom the permit was issued (unless otherwise approved).
- Requests for refunds must be submitted and received by the MCS Office within forty-five days of permit issuance.
- Those applications received later than forty-five days will be returned to the application and refunds will be denied. (MCS does not refund permits that have become active)
- The applicant is required to give a detailed explanation for the refund request. If more space is required, the applicant may use a plain sheet of paper to complete the explanation.

**Some Potential Reasons for Denial of Refund for Permits**

- Cancelled load (when a permit has been issued in the Permit Application, but the effective date is in the future)
- Equipment failure
- Weather
- Permit expired
- Road closures

**Reasons that Refunds that will be denied on permits.**

- Cancelled load (when a permit has been issued and is active in the Permit Application)
- Duplicate Permits being ordered or self-issued by the company.
- When a permit is ordered and provided by the Third-Party Agent per the Carrier's request, the permit is non-refundable.

**All refund requests must be submitted to the Motor Carrier Services Division.**

Motor Carrier Services  
PO Box 4639  
Helena MT 59604-4639

OR: send an email with all the applicable supporting documentation noted above to: [mdtmcsrevenue@mt.gov](mailto:mdtmcsrevenue@mt.gov)

All refund requests will be done on a case by case basis to determine if a refund is to be granted. MCS's decision on refunds will be final.

Alternative accessible formats of this document will be provided upon request. Please contact Motor Carrier Services at 406-444-6130 / Montana Relay 711, to request this document in a different format.