



# City of Glendale, California

Office of the City Clerk

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## Application for Refund

**BEFORE YOUR CLAIM MAY BE CONSIDERED BY THE CITY OF GLENDALE, FILL IN ALL FIELDS BELOW**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Amount of Refund Claimed: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Division or Section to which money was paid: \_\_\_\_\_

Purpose for which money was paid:

\_\_\_\_\_

Reason for requested refund:

\_\_\_\_\_

*\*Attach original receipt, license, or permit.*

**Signature:** \_\_\_\_\_

All the rules and regulations regarding refund can be found in the Glendale Municipal Code (Sections 4.08.010-4.08.050). One must provide all the details that would support a particular refund as stated under Section 4.08.020. **An Application for Refund must be filed within one year after collection or before the expiration of the license or permit, whichever occurs first.** Deduction may be requested to cover the expenses accrued for work done. Mail, drop off, or email completed form & receipts to the Office of the City Clerk.

### OFFICIAL USE ONLY

Division / Section Comments

\_\_\_\_\_

Division / Section Head's Decision

• Approval / Granted?  YES  NO

• If **NO**, approved amount: \$ \_\_\_\_\_

#### Recommendation Worksheet

Request Amount = \$ \_\_\_\_\_

Deduction for Work Accomplished (-)\$ \_\_\_\_\_

**Recommendation Refund = \$** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_