



CLAIM FOR REFUND APPLICATION

Return this complete and signed form and any attachments to:

Via email: DCR.Payments@lacity.org

Via mail: DCR Payments Processing Section
221 N Figueroa Street, Suite 1245
Los Angeles, CA 90012

CLAIMANT INFORMATION

Name of Claimant:			
Business Name:			
Business Address:			
Mailing Address:			
Phone:		Email:	

REFUND INFORMATION

DCR Record No.:		BTRC No.:	
Amount Claimed:		Date Paid:	
Fees Paid:		Paid to:	Office of Finance Building and Safety

State reason for requesting a refund:

Give full details. If more space is required, use space on Page 2 and/or attach additional sheets.

I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE

Signature and Title of Claimant

Date

Note: A Claimant may be required to submit to examination under oath (Charter Section 217).
Presentation of a false claim is a felony (California Penal Code Section 72).

FOR DEPARTMENT OF CANNABIS REGULATION USE ONLY

Amount Approved for Refund	Notes:			
\$				
Approved by:				
	Name	Signature	Date	

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.



State reason for requesting a refund (continued):

If more space is required, attach additional sheets.

INSTRUCTIONS FOR FILING A CLAIM FOR REFUND

What form do I use?

Claims for Refund must be prepared on the Department of Cannabis Regulation (DCR) Claim for Refund Application form. You may also use the "City of Los Angeles Claim For Refund" form (Form Gen 65).

Where do I get the forms?

For a printable online claim form, go to the DCR Home Page at <http://cannabis.lacity.gov>. Claim forms may also be obtained in-person at DCR Headquarters (address shown on Page 1). You may request that a refund form be mailed to you by emailing DCR Payments Processing Staff at DCR.Payments@lacity.org. They can also answer questions you may have.

What do I need to include on the form?

The claim must include the name of the claimant as it appears on the Business Tax Registration Certificate (BTRC). A CLAIM FILED UNDER A FICTITIOUS NAME / DBA IS ACCEPTABLE. If the refund must be mailed to a location other than the business address of record, please enter the refund address under "Mailing Address". Make a copy of your completed claim form for your files.

Where do I file the claim?

Complete and signed refund applications and any relevant documents may be submitted via email to DCR.Payments@lacity.org or mailed to DCR Headquarters (address shown on Page 1). You may also file the form in-person or mail it to the Office of the City Clerk at the following address: City Clerk, City Hall, Room 395, 200 N. Spring Street, Los Angeles, CA 90012.

How long do I have to file a claim?

Any claim for refund must be filed with DCR within one year from the date of payment (LAMC Section 22.12 and 22.13).

What will be refunded?

Refunds will be made on fees where no work has been performed for which the fee, application, permit, or appeal was required, provided that the City has not made any physical inspection or review or conducted any hearing, conducted any test, or done any similar work. Under these conditions, 80% of the fees paid will be refunded (20% is retained to cover clerical and administrative costs). If a DCR error was made in applying the fee, 100% of the fees paid will be refunded.

What happens to my refund claim?

1. Your Claim will be logged by DCR Payments Processing Staff ("DCR Payments Team") and sent to the City Clerk's office to be assigned a Claim Number, date stamped, and returned to DCR for review.
2. The DCR Payments Team will forward the Claim to the applicable division for refund recommendation. For example, if the refund is for a licensing fee, the Claim will be sent to our Licensing Division. DCR staff will review the Claim and make appropriate recommendations. These recommendations will be sent back to the DCR Payments Team.
3. The DCR Payments Team will complete the audit on the claim, make the necessary calculations, and obtain the information and final approvals necessary to set up either the refund or the denial letter.
4. Denied Claims: DCR Payments Team will email the denial letter to the claimant. Approved Claims: DCR Payments Team will forward the approved Claim to the Office of Finance, who will prepare and mail the refund check to the claimant. Any refunds are provided by check only.