

**Statewide Integrated Financial Tools (SWIFT)
Request for Refund of Sales Tax**



Agency: _____

Business Unit: _____

0807-01.1 (Revised 10/17)

Contact: _____

Phone: _____ Date: _____

Reason for Refund Request: _____

Description of Goods or Service: _____

| | Vendor Number (ten digits) | Vendor Name | Vendor City, State | City Goods or Services were Delivered to | Voucher Number (eight digits) | Amount of Tax Paid | Sales Tax % | Correct Tax Amount | Sales Tax to be Refunded |
|---------|-------------------------------|-------------|--------------------|--|-------------------------------------|-----------------------|----------------|-----------------------|--------------------------------|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| TOTALS: | | | | | | | | | |

SWIFT ChartFields

| FUND CODE | FINANCIAL DEPARTMENT ID | ACCOUNT | APPROPRIATION ID (CF3) | STATEWIDE SW COST (PROGRAM) | PC BUSINESS UNIT | PROJECT | ACTIVITY | SOURCE TYPE | CATEGORY | SUB- CATEGORY |
|--------------|----------------------------|---------|---------------------------|-----------------------------------|------------------------|---------|----------|----------------|----------|------------------|
| | | | | | | | | | | |

Agency Approval: _____

Finance Approval: _____

Fax: 651-797-1306 Attn: System Compliance Unit
Email: syscomp.MMB@state.mn.us

Instructions for Request for Refund of Sales Tax

This form will be used for agencies to request a refund of overpaid sales tax. (For more information, refer to Statewide Financial Policy 0807-01 Sales Taxes on State Agency Payments and Procedure 0807-01.1 Requesting a Refund of Sales Taxes Paid.) Attach additional sheets, as necessary. Contact MMB at (651) 201-8192 if you have questions.

Agency: Enter the requesting agency's name. **Business Unit:** Enter the requesting agency's Business Unit Nbr
Contact: Enter the name of the person to refer questions. **Phone:** Contact's telephone number. **Date:** Date of request.

Refund Reasons - Directed to Minnesota Management and Budget:

- Duplicate payment
- Used wrong commodity code
- Tax default not correct
- Purchase is for resale
- Purchase is for use in making a product
- Returned purchase to vendor
- Taxed in SWIFT, tax also paid to vendor
- Full tax paid, variable rate tax applicable
- Subscription, Advertising, On-Line Service
- Other (attach explanation if necessary)

Description of Item or Service: Please be specific.

Vendor Number, Name, City, and State: Enter the vendor number, the vendor name, and the vendor's city and state.

City goods or services were delivered to: To help determine applicable local taxes.

Voucher #: Enter the SWIFT Voucher number. If multiple vouchers from one Purchase Order, enter PO number and attach spreadsheet listing each voucher and amounts.

Amount of Tax Paid: Enter the amount of Sales Tax that was paid on the voucher listed.

% Due MN for variable rate purchases only: If tax was paid at full rate but should have been paid at a reduced rate, enter the percentage rate at which tax should have been paid.

Correct State Tax Amount: Enter the amount of state sales tax that should have been paid for the voucher listed.

Amount of Refund Requested: Subtract the State Tax Amount Paid from the Correct State Tax Amount and list the Amount Over Paid for Sales Tax.

Total Over Paid: Total each column. Enter the total of the Amount of Sales Tax Refund Requested.

SWIFT ChartFields: These must match the original voucher. If vouchers listed contain different ChartFields, enter them on separate forms.