

**COUNTY OF MONMOUTH  
TREASURER'S OFFICE  
CLAIM FOR REFUND – REALTY TRANSFER FEE**

**Send Claim Form To: Monmouth County  
Dept of Finance  
1 E Main St  
Freehold, NJ 07728**

**Enclose with this signed form: Copy of original Recorded Deed  
Copy of Re-Recorded Deed  
Copy of Cancelled Check(s)  
Copy of State Refund Claim**

1. \_\_\_\_\_  
Name of person/company who paid Realty Transfer Fee

2. \_\_\_\_\_  
Street Address City State Zip

3. Deed Grantor \_\_\_\_\_ Deed Grantee \_\_\_\_\_  
Recorded Date \_\_\_\_\_ County \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_ Instrument # \_\_\_\_\_

4. Total RTF paid \$ \_\_\_\_\_ Amount of refund requested \$ \_\_\_\_\_

5. Reason(s) for claiming refund:  
(a) Deed is exempt from County portion of Basic Fee, Additional Fee, Supplemental Fee or General Purpose Fee for the following reason:  
\_\_\_\_\_  
\_\_\_\_\_

(b) Deed "Consideration" should be \$ \_\_\_\_\_ instead of \$ \_\_\_\_\_ as stated in original recording.

(c) Other reason(s):  
\_\_\_\_\_  
\_\_\_\_\_

6. A separate refund claim for the State portion of the Realty Transfer Fee has been made and a copy of same is attached.

7. Name, address and telephone number of person or legal representative to whom the refund is to be forwarded:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This certifies that I have paid the Realty Transfer Fee and that I am entitled to claim the refund.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Print Name

## **Directions for claiming refund from New Jersey State for overpayment of Realty Transfer Fees**

1. Complete RTF-3 State of NJ Div of Taxation Claim for Refund-Realty Transfer Fee. (from State of NJ web-site [www.state.nj/treasury/taxation](http://www.state.nj/treasury/taxation) or county sites [www.visitmonmouth.nj.us/clerk](http://www.visitmonmouth.nj.us/clerk) or [www.oprs.co.monmouth.nj.us](http://www.oprs.co.monmouth.nj.us) or [www.njcountyrecording.com](http://www.njcountyrecording.com))
2. Send completed RTF-3, copy(s) of recorded and re-recorded deed(s) proving overpayment, and copy(s) of cancelled checks (both sides) to:

Realty Transfer Fee  
Division of Taxation  
PO Box 251  
Trenton, NJ 08695-0251

## **Directions for claiming refund from Monmouth County Treasurer for overpayment of Realty Transfer Fees**

1. Complete RTF-Refund MC form which may be obtained from the Monmouth County Clerk's office or from these county web-sites [www.visitmonmouth.nj.us/clerk](http://www.visitmonmouth.nj.us/clerk) or [www.oprs.co.monmouth.nj.us](http://www.oprs.co.monmouth.nj.us) or [www.njcountyrecording.com](http://www.njcountyrecording.com)
2. Send completed Refund form along with copy of completed RTF-3 used to obtain state refund, copy(s) of recorded and re-recorded deed(s) proving overpayment, and copy(s) of cancelled checks (both sides) to:

Monmouth County  
Attn: Finance Department  
1 East Main St, 3<sup>rd</sup> floor  
Freehold, NJ 07728