**Section 1003.20 Collection and Refund**

a) The refund of registrant fees paid to the Secretary of State shall occur if the registration is cancelled, or a duplicate registration occurred, or excess fees were paid.

b) If the cancelled registration meets any of the following criteria, a refund will be paid by the Secretary of State if the registration plate or sticker was not used on the vehicle and is returned to the Secretary. If the cancelled registration does not meet these criteria, then a refund will be denied.

1) If the registrant is moving out of Illinois, a refund request or letter stating that fact is required prior to refund actions being initiated.

2) If the registrant's vehicle was stolen and not recovered, a statement from the applicant is required stating the date the vehicle was stolen.

3) If the registrant sells the vehicle and the unused registration is returned after the display date, a statement concerning the last operation date of the vehicle is required.

4) If the registered vehicle is damaged or inoperable, a statement concerning the last operation date of the vehicle is required. This applies to requests on refunds applied for after the display date.

5) If the registered vehicle will be stored and not operated for the entire registration year, a statement is required, along with the return of the sticker.

6) If the registrant has died, then the executor or administrator of the estate must sign a statement and attach a copy of the death certificate, surrender the plates or the registration sticker, and comply with Section 3-824(c) of the Illinois Vehicle Code [625 ILCS 5].

c) If a registration is a duplicate, then to obtain a refund the duplicate sticker must be returned with the registration and a photocopy of the retained registration. A written request for a refund must also be submitted.

d) If an excess fee is paid and a refund sought, the registrant must request the refund in writing within 6 months after the date of payment.

e) Applicable to all requests for refund are the requirements that:

1) The vehicle the refund is requested upon must have been registered in a prior registration year by the same owner.

2) For plates returned after the display date, the applicant must submit a statement indicating the last operation date of the vehicle.

3) Proof of payment must be submitted (cash receipts, cash tickets, a photocopy of the cancelled checks or electronic payment receipts, if the Secretary of State records do not show payment was made).

4) After the registrant has applied for the registration plates or sticker, no refund can be requested or paid until after the registrant receives the plates or sticker.

5) Refunds will not be granted for replacement plates unless the applicant specifically requests the same registration plate number. If the same number is not requested, the refund will be withheld to cover the costs of the transaction.

f) Refunds will not be granted for any title-related transaction unless a title application has not been processed by the Secretary of State or pursuant to Section 1003.25 of this Part.

g) All requests for refunds must be submitted in writing to the Department of Accounting Revenue, Refund Division, Room 222, Howlett Building, Springfield, Illinois 62756.

(Source: Amended at 47 Ill. Reg. 183, effective December 21, 2022)