



**REFUND REQUEST FORM**  
For requesting a refund for an overpayment

All fields are required unless otherwise noted. Please type or print.

**Mail to:**  
BAAQMD  
Permit Help Desk  
375 Beale St., Suite 600  
San Francisco, CA 94105  
Attn: Refund Request  
(415) 749-8665

- Complete sections 1, 2, 3 and 4.
- Refunds will not be processed until
  - Business for that invoice has been completed; and
  - All outstanding invoices have been settled.

**1. General Information**

Facility Name		
BAAQMD Facility ID	Invoice #	Application # (if applicable, optional)

**2. Who should BAAQMD contact for follow-up?**

Name	Title	
Mailing Address (Street, city, state, zip)		
Email Address	Phone #	

**3. Reason for Request**

Please provide a detailed explanation of the reason(s) why you are asking for the refund:

**4. Signature of person responsible for the information on this form.**

Name	Title	
Signature	Date	Phone #

**BAAQMD Office Use Only – Skip this section**

Open invoice(s)	Resolved	By	Date	To Finance



## Instructions: Refund Request Form

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**Introduction** Use the following instructions to help guide you through the *Refund Request form*.

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**Qualifications** After business with BAAQMD has been completed, any payment amount above the required fees may qualify for a refund. Fees are assessed (charged) according to BAAQMD Regulation 3.

A refund cannot be processed until:

1. The business associated with the overpayment has been completed. Examples include:
    - For a permit renewal payment, your permit has been renewed or you no longer need to renew your permit for the upcoming permit period. Refund requests cannot be accepted once the new permit period has started.
    - For permit applications, the application process was completed: permit document(s) issued, application withdrawn/canceled, application denied.
  2. All outstanding invoices have been settled
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**General Information** **BAAQMD Facility ID** - The facility ID is available on your current permit document or invoice issued by BAAQMD. It may be referred as a Plant or Site number.

**Invoice #** - The invoice number is available on your invoice issued by BAAQMD.

**Application #** - If the refund is a result of an overpayment on permit application, identify the application number.

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**Who should BAAQMD contact for follow-up?** Provide contact information in case the Air District has questions regarding this request.

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**Reason for Request** To help understand your situation, provide a detailed reason for your request.

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**Still need help?** Call the Help Desk at (415) 749-8665.

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