

# APPLICATION FOR A REFUND OF MOTOR TAX

RF 120

Tax Disc must be surrendered immediately as refunds are generally calculated from the first of the month following the surrender of the disc. A minimum of 3 unexpired whole calendar months must be left on the disc when surrendered.

## A. OWNER/VEHICLE DETAILS

<b>REGISTRATION NUMBER</b>	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>																				
<b>Make/Model</b>								<b>Colour(s)</b>													
<b>Chassis Number</b>																					
<b>OWNER</b>																					
<b>Mr., Ms., etc.</b>				<b>First Name(s)</b>																	
<b>Surname OR Company Name</b>																					
<b>Address</b>																					
<b>Town/City</b>																					
<b>County</b>				<b>Phone No.</b>																	

## B. REASONS FOR REFUND

<p><b>1. Vehicle Stolen</b> The vehicle was stolen on <input style="width: 50px;" type="text"/> Day <input style="width: 50px;" type="text"/> Month <input style="width: 50px;" type="text"/> Year <input style="float: right;" type="checkbox"/> and has not since been recovered</p> <p><b>2. Vehicle Scrapped/Destroyed</b> The vehicle was scrapped completely and destroyed on <input style="width: 50px;" type="text"/> Day <input style="width: 50px;" type="text"/> Month <input style="width: 50px;" type="text"/> Year <input style="float: right;" type="checkbox"/> and has not since been recovered</p> <p><b>3. Vehicle Exported</b> The vehicle was sent permanently out of the State on <input style="width: 50px;" type="text"/> Day <input style="width: 50px;" type="text"/> Month <input style="width: 50px;" type="text"/> Year <input style="float: right;" type="checkbox"/></p> <p><b>4. Vehicle Not Used</b> The vehicle has not been used in a public place at any time since the <u>issue</u> of the tax disc. <input style="float: right;" type="checkbox"/></p>	<p><b>*5. Vehicle unused because of Owner illness/injury</b> I, the owner of the vehicle have ceased to use it from <input style="width: 50px;" type="text"/> Day <input style="width: 50px;" type="text"/> Month <input style="width: 50px;" type="text"/> Year <input style="float: right;" type="checkbox"/>  because of illness, injury or other physical disability and I will be unable to use it until at least <input style="width: 50px;" type="text"/> Day <input style="width: 50px;" type="text"/> Month <input style="width: 50px;" type="text"/> Year</p> <p><b>*6. Vehicle unused because of Owner absence from the State</b> I, the owner of the vehicle have ceased to use it from <input style="width: 50px;" type="text"/> Day <input style="width: 50px;" type="text"/> Month <input style="width: 50px;" type="text"/> Year <input style="float: right;" type="checkbox"/>  Because of absence from the State for business/educational purposes or overseas service with the Defence Forces I will be absent from the state until <input style="width: 50px;" type="text"/> Day <input style="width: 50px;" type="text"/> Month <input style="width: 50px;" type="text"/> Year <input style="float: right;" type="checkbox"/> at Least</p> <p><b>7. Vehicle Duty Error</b> The duty was paid/overpaid by mistake in the following Circumstances. <input style="float: right;" type="checkbox"/>  -----  -----</p>
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Documents to Accompany Application:  
In all cases Tax Disc and Vehicle Licensing Certificate or Registration (Log) Book  
\* Medical certificate, letter from educational body or business etc., confirming the relevant period.

## C. DECLARATION

I declare that the particulars given at A above are correct and I apply for a refund of motor tax for the reason (tick) given at B. I attach the required evidence (Medical Certificate, etc. as appropriate) in support of my claim and I further declare that the vehicle in respect of which the refund is being sought will not be used by me or with my consent in any public place during the remainder of the licensing period unless it is properly licensed.

Signature of Owner: \_\_\_\_\_

Signature of Garda/Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Garda Station Stamp

### FOR OFFICIAL USE ONLY

Serial Number of Application	
Date of Surrender of Licence	
Date of Expiry of Licence	
Number of Months remaining	
Annual Rate of Tax	
Repayment/Refund Amount	
Date Allowed/Disallowed	
Date Repaid/Refunded	



## REFUNDS

All refund applications must be made on form RF120 and stamped at the local Garda Station.

The Vehicle Registration Certificate/Log Book (unless vehicle is scrapped, Tax disc and supporting documentation of proof must accompany the RF120.

**OR**

If VRCs, Log Books, or Tax Discs are missing, an RF134 also needs to be signed and stamped at the local Garda Station.

### Types of Supporting Documentation Needed

- For **scrapped vehicle** refunds, a Certificate of Destruction/End of Life Certificate from an Authorised Treatment Facility must be presented.

**OR**

A letter from an Insurance Company, on headed paper, stating “write-off Category A or B”.

Category C write offs do not qualify.

- For **stolen vehicles** the Garda Report is required.
- For vehicles sent **permanently out of the State** proof of exportation is needed, e.g. re-registration documentation of vehicle.
- For vehicles not used because of **owner illness/injury** a medical certificate of illness from a doctor is required for the period in question. This must be sent to this office three months in advance of the disc expiring.
- For **absence from the State** a letter from the Defence Forces, employer, or college is required stating dates of absence.

Applications for refunds should be made on form RF120 and the tax disc surrendered to the Motor Taxation Office as soon as possible after the removal of the vehicle from use. There must be three months unexpired tax left on the disc on surrender.

### **PRIVACY STATEMENT**

The Department of Transport, Tourism and Sport (DTTAS) requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments or agencies under the remit of DTTAS in accordance with the law. Full details of the Department’s data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at [www.dttas.gov.ie/dataprotection](http://www.dttas.gov.ie/dataprotection). Details of this policy are also available in hard copy upon request by emailing [dataprotection@dttas.gov.ie](mailto:dataprotection@dttas.gov.ie) or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60.