



**COLORADO**  
Department of Revenue  
Marijuana Enforcement Division  
1697 Cole Blvd., Suite 200  
Lakewood, CO 80401

**Please read these directions carefully, as they describe how to get the license fee refund request processed.**

1. **ONLY** the prepaid *License Fees* are refundable. No other fees are returned, including fees paid for Changes of Ownership, Location, etc.
2. You may not request a refund until the application(s) have been withdrawn or denied.
3. Checks will be made to the *legal name of the business or in the legal name of the applicant (if a person)*.
4. If there is no existing banking relationship in the legal name of the business, then the requested fees may be refunded to one of the owners of record, with the following documentation filed with the Division as part of the initial refund request:
  - a. Provide a list of all owners of record involved in the business.
  - b. Decide who the check is to be made out to and that person shall write a letter to the Division stating as such and their signature shall be notarized.
  - c. If there are multiple owners, *all* owners will have their signatures notarized stating that they are agreeing to the check being made out to that one person in the group.
  - d. Submit those documents, along with the completed Refund Request document, to the Division, Attention: Michelle Bauman. Requests may be emailed to [michelle.bauman@state.co.us](mailto:michelle.bauman@state.co.us) unless there are notarized documents included. Then we will need the original document submitted.
5. Once the request is signed by the Director, please allow 6-8 weeks processing to receive your check. Please make sure you have noted an address change on the form or the check will be mailed to the mailing address on record.

# CLAIM FOR REFUND

(Specialized Business Group ONLY)

## SBG Division Refund

- Auto Industry
- Liquor/Tobacco
- Marijuana
- Racing

**No CASH REFUNDS.** Refunds will be issued via State warrant.

- \* Submit separate claim form for each type of fee refund being requested.
- \* Application fees are NOT refundable; Only refundable fees/taxes will be refunded by Division.
- \* Refunds will ONLY be issued in the name of the Applicant/Licensee to which the funds were posted.
- \* Change of address may be incorporated on this form; but, is subject to verification by Division.
- \* Periods can be combined by fee/tax type.
- \* Errors/Omissions/Verifications may delay timing of refunds.

**Refund to be made payable to and mailed to ONLY Applicant/Licensee as reflected in Division Records**

If Business: Legal Business Name/DBA - If Individual: Licensee Name

Mailing Address: [If requesting change of address, please check box

City:

State:

ZIP:

License/Fee Type:

License No., if issued:

Original Amount Paid:

Date Paid:

Refund Requested:

Reason for Refund Requested: [Explain below or on separate sheet.][Attach supporting documentation.]

Application Withdrawn: Check box:  [Division will determine applicability of refund and amount]

Additional  
Information

I declare under penalty of perjury in the second degree that this claim including all attachments is to the best of my knowledge true and correct and that the named Applicant/Licensee is the same as the original payee.

Applicant/Licensee Name:

Telephone:

Date:

Signature of Requestor:

Licensing Approval:

Final Approval: