

# Transportation Permit Refund Application

			Date Sent
Name on Permit		Mailing Address (for sending Check if applicable)	
Phone (Include Area Code)			
Email Address			
Permit No.	Date Issued	Replaced by Permit No.	Refund Amount Requested
Explanation of Request			

Approval must be obtained from the permittee to issue a check to anyone other than the entity identified on the permit.  
 Signature of Permittee: \_\_\_\_\_

Issue check to: \_\_\_\_\_

I, the undersigned permittee or agent thereof certify that the information shown hereon is known by and is true and correct. I further agree that reimbursement of fees is subject to approval by the Washington State Department of Transportation.

Signature of Permittee or Agent Thereof: \_\_\_\_\_

**Send completed application and supporting documentation to:**

Commercial Vehicle Services  
 PO Box 47367  
 7345 Linderson Way SW  
 Olympia, WA 98504-7367  
 Phone 360-704-6340 / Fax 360-704-6391  
 E-mail: [cvspermits@wsdot.wa.gov](mailto:cvspermits@wsdot.wa.gov)  
[www.wsdot.wa.gov/commercialvehicle](http://www.wsdot.wa.gov/commercialvehicle)

CVS Office Use Only			
Approved Disapproved	Reviewed By	Date	Refunded Amount
Approved for Payment			Date

## **Permit Refund Policy**

### **Refunds may only be approved and issued by the Commercial Vehicle Services (CVS) office.**

A memorandum from the Office of the Attorney General sets clear guidelines, based on RCW 43.88.170, as to when permit moneys can be refunded. Accordingly, the following policy will be followed:

Refunds may only be made on permits issued in consequence of error, either of fact or of law. This refers to those errors occurring when the permit is purchased or obtained. Examples of errors in fact are incorrect weight or height and examples of errors of law, wrong type of permit or duplicate permits. The fee is eligible to be refunded only when the incorrect permit was replaced with a correct permit for the same move.

All refunds must be approved by the appropriate authority. The Commercial Vehicle Services (CVS) Administrator has the authority to approve or deny requests for refunds of WSDOT permits. This authority has been delegated to the CVS Permit Program Manager. Further sub-delegation of the authority is authorized upon written approval from the Administrator.

### **Reasons for Denial of Refund**

In those instances where the applicant, after obtaining a permit, decides not to use it or because of circumstances beyond the applicant's control cannot use it, are not eligible for refund. Examples not eligible would include but not be limited to road closures, weather conditions, cancellation of move by shipper, or equipment failure. There is no refund policy for DOL trip and fuel permits sold per RCW 46.16.150 (S) and RCW 82.38.100 (5).

### **Refund Application**

Refund Applications must be submitted on DOT Form 560-024. The form is available online at [www.wsdot.wa.gov/commercialvehicle/permits](http://www.wsdot.wa.gov/commercialvehicle/permits).

The application must be filled out in its entirety and signed. It must show the permit number being requested for refund, the date it was issued, the permit number of the replacement permit, the name of company or individual the permit was issued to, and the complete mailing address. (Checks will be made out to the Firm or individual the permit was issued to unless otherwise approved).

Requests for refunds must be submitted and received by the CVS Office within sixty days of permit issuance. Those applications received later than sixty days will be returned to the applicant and refunds will be denied. The application is required to give an explanation for the refund request. If more space is required, the applicant may use a plain sheet of paper to complete the explanation.

### **Supporting Documents**

In order to process the refund request, the following documents may be required:

1. The original copy of the permit.
2. If replaced, the permit number it was replaced by.

### **Refund Reconsideration Process**

If an application for refund is denied, the applicant may submit a reconsideration request to the Administrator, CVS Office. The request shall be made in writing and submitted within ten working days of receipt of refund disapproval. All extenuating circumstances must be given for why the original disapproval should be reversed.