



# Claim for Very Low Income Refund Program For Refund of Money Paid

Finance Department Revenue Collection Division

Claims must be filed within one (1) year of payment of taxes and/or fees. Please allow 3-4 weeks for processing once all documents are received.

## CLAIMANT INFORMATION

Claimant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

## REFUND TYPE (check all that apply):

- City of Berkeley Special Assessments/Property Taxes
- BUSD Taxes (processed separately by BUSD, age requirements apply to one tax)
- EBMUD Water Bill / Sewer Fees
- Cable Bill / Utility Users Tax

## CERTIFICATION

You are required to provide the information requested below per Government Code section 910.

**Warning:** Presentation of a false claim is a felony (Penal Code section 72). Pursuant to CCP sections 128.5 and 1038, the City may seek to recover all costs of defense in the event an action is filed that is later determined not to have been brought in good faith and with reasonable cause.

**I hereby certify, under penalty of perjury, that the above statements are true and correct to the best of my knowledge.**

Claimant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## MAIL OR DELIVER TO:

City of Berkeley  
ATTN: Very Low Income Refund Program  
Finance Department - Revenue Collection  
1947 Center Street, 1<sup>st</sup> floor  
Berkeley, CA 94704

### Very Low Income Refund Check List

- Tax Return of Proof of Income
- Property Tax Statement and proof of payment
- Sanitary Sewer fees (on EBMUD water bill) and proof of payment
- Utility User's Tax (on Cable bill) and proof of payment
- For BUSD refund, [BUSD Supplemental form](#) (processed by BUSD)
- If 65 years or older, copy of photo ID
- [Supplemental Form](#) (if another person is on the title)

This material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact us via email or phone number below to make your request and allow 7-10 days for production of the material in an alternative format.