

Administrative Office Building  
2 The Circle  
PO Box 601  
Georgetown, DE 19947



Phone: (302) 855-7871  
Fax: (302) 854-5078  
sussexcountyde.gov

# Sussex County Treasury

## REFUND REQUEST

### SECTION A: Requestor

Name: \_\_\_\_\_ Home #: \_\_\_\_\_  
Address: \_\_\_\_\_ Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Email: \_\_\_\_\_

**SUBMIT WITH THIS FORM:** Proof of payment consisting of front and back copies of canceled check(s) or a payment receipt from Sussex County Government. Approved refunds are issued within 30 days after the completed form and all documents are received and processed.

### SECTION B: Refund Information (Account Information)

Bill Number: \_\_\_\_\_ Parcel ID or  
Sewer Account #: \_\_\_\_\_  
Name on Account: \_\_\_\_\_  
Refund Amount: \_\_\_\_\_

### SECTION C: If refund is for Requestor, skip this section

Recipient or  
Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Return the completed form,** proof of payment, and the requested documents to:

**Mail:** Sussex County Treasury      OR      **Fax:** (302) 854-5078  
Attention: Megan Ferry  
PO Box 601  
Georgetown, DE 19947