



**COUNTY OF MONMOUTH
OFFICE OF THE MONMOUTH COUNTY CLERK
CLAIM FOR REFUND – REALTY TRANSFER FEE**

Send Claim Form To: Monmouth County Clerk
Attn: RTF Refund
PO Box 1251
Freehold, NJ 07728

Enclose with signed form:

Copy of State Refund Claim
Copy of Cancelled Check(s)
Copy of Original Deed
Copy of Re-recorded Deed
Copy of State Refund Check

1. _____
Name of person/company who paid Realty Transfer Fee

2. _____
Street Address City State Zip

3. Deed Grantor _____ Deed Grantee _____

Original Deed
Recorded Date _____ County _____ Book _____ Page _____ Instrument # _____

Rerecorded Deed
Recorded Date _____ County _____ Book _____ Page _____ Instrument # _____

4. Total RTF Paid _____ Amount of Refund Requested \$ _____

5. Reason for Claiming Refund:

a. Deed is exempt from County portion of Basic Fee, Additional Fee, Supplemental Fee or General Purpose Fee for the following reason:

b. Deed "Consideration" should be \$ _____ instead of \$ _____ as stated in original recording

c. Other reason(s): _____

6. A separate refund claim for the State portion of the Realty Transfer Fee has been made and a copy of same is attached.

7. Name, address and telephone number of person or legal representative to whom the refund is to be forwarded:

This certifies that I have paid the Realty Transfer Fee and that I am entitled to claim the refund.

Date

Sign Name

Print Name

**Directions for claiming a refund from Monmouth County
for overpayment of Realty Transfer Fees**

1. Complete RTF-refund Monmouth County Form which may be obtained from the Monmouth County Clerk's Office or from these County websites:

www.MonmouthCountyClerk.com
www.NJCountyRecording.com

2. End completed refund form along with:
- a. Copy of completed RTF-3 State Refund Form
 - b. Copy of State Refund Check
 - c. Copy of cancelled check(s)
 - d. Copies of original and rerecorded deed instrument stamped pages proving overpayment
 - e. Mail to:

Monmouth County Clerk
RTF Refund
PO Box 1251
Freehold, NJ 07728

For questions, call 732-431-7324 x8909

**Directions for claiming a refund from New Jersey State
for overpayment of Realty Transfer Fees**

1. Complete RTF-3 State of NJ Division of Taxation Claim for Refund-realty Transfer Fee from State of New Jersey website https://www.state.nj.us/treasury/taxation/pdf/other_forms/lpt/rtf3.pdf
County sites www.MonmouthCountyClerk.com
www.NJCountyRecording.com

2. Fax completed claim forms to (609) 292-9439 or forward to:

Division of Taxation
Realty Transfer Fee Unit
PO Box 251
Trenton, NJ 08695-0251

For questions regarding these procedures, call (609) 292-7813 or visit
www.state.nj.us/treasury/taxation/lpt/localtax.htm