

Oklahoma Tax Commission
Oklahoma City, OK 73194



Application for Credit or Refund of Withholding Tax

Note: State law requires the State of Oklahoma to issue refunds via direct deposit. You will need to download and complete a Refund Direct Deposit Form ARDD-100 found at tax.ok.gov. Mail Form ARDD-100 to the address listed on the form.

Type or Print

Name of Claimant:	Federal I.D. or SSN:	Permit Number (if registered vendor) or Account Number:
Street Address:	Telephone Number:	Period Covered by Claim:
City:	State:	ZIP:
Name of Representative (provide Power of Attorney):		Credit Claimed:
Street Address:	Telephone Number:	
City:	State:	ZIP:

Give a full explanation below, including all facts on which your claim is based. Use additional sheets if necessary and submit all documents necessary to properly substantiate your claim. You may contact the credit/refund section at 405.521.3270.
Important: Refund claims without supporting documents cannot be approved. See the instructions on page 2 of this form for details regarding necessary documentation.

I, _____, the claimant named above, or partner, officer, or other authorized representative of such claimant do hereby make application for a refund and/or credit of withholding tax, mandated by 68 Oklahoma Statutes, Section 227, and certify that all withholding for which this claim is filed, have been remitted to the Oklahoma Tax Commission, and that this claim does not include any items for which refund or credit was previously received.

Signature	Title	Date
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See instructions on the back of this form.

Application for Credit or Refund of Withholding Tax Instructions

1. Instructions for claimants who hold withholding license(s).

- A. Claimant must complete all items on page 1 and accompanying supporting documentation must be present. Failure to complete all items on page 1 and/or failure to supply required supporting documentation will result in a denial of refund request.
- B. If a portion of the claim is to be applied as a credit on a withholding return, and the balance is requested as a refund, these amounts should be separately stated in the applicable box on page 1.
- C. Basis for the refund claim must be explained in detail and all documents necessary to substantiate it must be submitted. Photocopies are acceptable. Documents must be submitted in a format suitable to determine the correct amount of refund or credit.

2. When to file.

The application for credit or refund must be filed within three years from the date the tax was paid by the claimant. Failure to submit any of the substantiating documentation requested will result in the denial of the credit or refund application.

3. Examples of documentation.

- A. Copies of W-2's, W-3's and 1099's
- B. Activity recaps and tax report preparation worksheets
- C. Monthly Withholding Returns