



**Washington State
Department of Transportation**

Commercial Vehicle Services
PO Box 47367, Olympia, WA 98504-7367
7345 Linderson Way SW #1001, Tumwater, WA 98501

Transportation Permit Refund Application

360-704-6340
CVSpermits@wsdot.wa.gov
www.wsdot.wa.gov/travel/commercial-vehicles

ALL FIELDS REQUIRED

| | | | | |
|--|------|------------------------|-----------|--|
| Name on Permit | | | Date Sent | |
| Mailing Address (for sending check, if applicable) | City | State | Zip | |
| Email Address | | Phone (with Area Code) | | |

| | | | |
|------------|-------------|------------------------|-------------------------|
| 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

Printed Name

Issue check to:

| CVS Office Use Only | | | | | |
|---------------------|-----------------------------|--|---------------------|------|-----------------------|
| Approved | Approved for Payment | | | Date | Refunded Amount |
| Denied | Explanation Doesn't Qualify | | Permit Not Paid For | | No Replacement Permit |
| | Trip/Fuel Not Refundable | | Not Received Timely | | Other |
| Notes and Comments | | | | | |

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. Commercial Vehicle Services (CVS) management has the authority to approve or deny requests for refunds of WSDOT permits. Further sub-delegation to an approving authority is authorized upon written approval from CVS management.

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. Per RCW 46.16A.320(5) and RCW 82.38.100(4) DOL Trip and Fuel Permits are not subject to exchange, refund, or credit.

Refund Application

Refund Applications must be submitted on DOT Form 560-024. The form is available online at www.wsdot.wa.gov/travel/commercial-vehicles.

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 application 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 Permit Program Manager. 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.