



DAH REFUND PROCESS

Refund Eligibility

A Respondent may be eligible to receive a refund for a payment you made to the DAH *if* you (1) made an overpayment to the DAH, or (2) you posted a bond payment for a default motion or an appeal and you were later found *not responsible* at a subsequent hearing or on appeal to the Circuit Court. You will then be entitled to receive a refund if:

- 1) **You do not have any other unpaid blight judgments.** If you have any other unpaid blight judgments, any refund will be applied to unpaid blight judgments.
- 2) **You have completed and submitted a “Request to Set Up Non-PO Supplier” form.** The City of Detroit requires the form to be completed in order to process a payment for a refund. The form is available from the DAH (313-224-0098) and must be turned in to the DAH as indicated below. The refund payment will be processed and mailed to you by the City of Detroit’s Office of the Chief Financial Officer usually within 8-12 weeks of receipt of Request to Set Up Non-PO Supplier form.

How to Apply for Refund

- 1) **Complete Form:** the refund application requires completion and submission of the attached **Request to Set Up Non-PO Supplier** form. A completed form must contain:
 - Supplier Name: name to appear on the refund check
 - Mailing address of Supplier
 - Federal Tax ID/Social Security Number of Supplier
 - Phone Number of Supplier
 - Email Address of Supplier
 - Blight Ticket Numbers (list all ticket numbers)
- 2) **Submit Form:** you must submit the completed **Request to Set Up Non-PO Supplier** by:
 - Email to: DAHAccounting@detroitmi.gov
 - In-Person: Dept of Appeals & Hearings, 2 Woodward Ave., Suite 106, Coleman A. Young Municipal Center, Detroit, MI 48226, Monday-Friday - 8:30 am-4:30 pm
 - By Mail: Dept of Appeals & Hearings, 2 Woodward Ave., Suite 1004, Coleman A. Young Municipal Center, Detroit, MI 48226,