



## **CONTRACTOR REFUND LETTER REQUIREMENTS**

### **THE FOLLOWING INFORMATION IS REQUIRED FOR A CONTRACTOR TO RECEIVE A REFUND AUTHORIZATION LETTER**

- Complete The CONTRACT SUMMARY FORM with all the information requested for each contract
- A copy of the completed signed contract
- Signature page of each contract must be signed and dated by each party.

Mail all documents to:

Nevada Department of Taxation Contract Refunds  
1550 College Pkwy #115  
Carson City, NV 89706

If you have questions regarding the requested information, please contact Andrea Hernandez at 775-684-2118.

