



Wyoming Secretary of State

State Capitol Building, Room 110

200 West 24th Street

Cheyenne, WY 82002-0020

Ph. 307.777.7311

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Email: business@state.wy.us

**Wyoming Secretary of State's Office
Annual Report Overpayment Refund Policy**

Refunds specific to an overpayment due to a worksheet error or omission must be accompanied by:

- a. A copy of the incorrectly filed annual report clearly marked AMENDED;
- b. A corrected worksheet adjusting the fees to be paid to the Agency; and
- c. A completed Verified Claim Form (attached).

The above information must be provided in hard copy to the Wyoming Secretary of State's Office at 200 West 24th Street, Cheyenne, WY 82002-0020.

Upon receipt of the above information, the claim will be reviewed in order to determine if a refund is warranted. The refund will be issued to the business entity for which the amended annual report is being filed. The business entity will be mailed a State of Wyoming Warrant (a warrant is similar to a check) for the amount of the refund approximately 15 business days following agency processing.



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For Office Use Only

Annual Report Overpayment Verified Claim Form

Date:

Name & Address of Entity:

The above entity is requesting a refund in the amount of \$ _____ for the _____ Annual
(dollar amount) (year)

Report as evidenced by the attached documentation. The reason for requesting the refund is as follows:

Signature: _____

Title: _____

State of _____
 County of _____

The foregoing instrument was acknowledged before me by

_____, this _____ day of _____, 20____.

Witness my hand and official seal.

 Notary Public

SEAL