



Wyoming Secretary of State

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**Wyoming Secretary of State's Office
E-Filing Refund Policy**

Refunds specific to electronically filed documents will only be issued for erroneous credit card charges.

Erroneous credit card charges rarely occur. In the event a customer believes his/her credit card account was erroneously charged, the following is the process to rectify the situation:

- a. The customer must provide the Office with information relevant to the charge in question, including a copy of the credit card statement showing the erroneous charge;
- b. The customer must complete a Verified Claim Form (attached) and submit it to the Office.

The above information may be provided either via email or in hard copy to the addresses noted above.

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 card holder. The card holder 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

E-Filing Verified Claim Form

Date: _____

Card Holder Name & Mailing Address: _____

The above individual is requesting the rectification of an erroneous credit card charge in the amount of
 \$ _____ made to my _____ Visa or _____ MasterCard on _____ date
(dollar amount) (date of charge)

as evidenced by the attached copy of my credit card statement.

Signature: _____

Date: _____

State of _____ County of _____		
The foregoing instrument was acknowledged before me by _____ <i>Signatory's Printed Name</i>		
_____ <i>Notary Public's Signature</i>	_____ <i>Notary Date (mm/dd/yyyy)</i>	_____ <i>Notary's Commission Expiration</i>
Notarial Seal:		