

How to fill out 40-2300 — Request for Refund

sellmycarhub.com

Montana · written against 40-2300 (4/26), issued under certified under MCA 61-5-303; processed by the Motor Vehicle Division

/forms/montana/40-2300-request-for-refund/

Montana gives a seller no refund for the unexpired months of a registration - the plates come off under MCA 61-3-334 and the money stays where it is. So this form is not the reverse of a sale; it is the form for money that went astray around one. A registration renewal paid twice, in the post and again at the counter. A fee taken for a transaction that never completed. A payment made on a vehicle that had already changed hands. It is a state accounting form rather than a titling one, which is why it asks for a taxpayer identification number and a federal tax classification.

This sheet is not the form. Download the blank 40-2300 from the Montana Department of Justice, Motor Vehicle Division, Vehicle Services Bureau at <https://mvdmt.gov/wp-content/uploads/2026/04/40-2300-Request-for-Refund-04.26F.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Section 1: who is owed the money	Legal name, address, phone, email, driver licence or social security number and date of birth. Watch out: Use the name the original payment was made in. A refund to a different name is a different transaction as far as the state's accounting system is concerned.
2	YOU	The taxpayer identification number	A TIN or FEIN, or a W-9 attached instead. Watch out: Page two explains why: the accounting system uses it to make sure the payment reaches the right person. Without it, or a W-9, the request is not processed at all.
3	YOU	Section 2: the amount	The figure being claimed. Watch out: Claim what you can evidence. A round number with receipts behind it moves; an estimate invites a letter asking for the receipts anyway.
4	YOU	The reason - required	A free-text explanation of what happened. Watch out: Name the dates, the office and the amounts. Duplicate payment on its own is not an explanation the division can check against a record.
5	YOU	Section 3: the tax classification	One of eight boxes, or a W-9 supplied in its place. Watch out: An individual selling a family car ticks individual or sole proprietor. The exempt boxes are for organisations, and ticking one wrongly is a perjury certification a page later.
6	YOU	Section 4: sign it	Signature and date, certifying under MCA 61-5-303 and under penalties of perjury. Watch out: The three statements above the line are tax statements about backup withholding and U.S. person status. Read them - they are not about the vehicle at all.

What gets this one rejected

- No tax classification and no W-9. The form says it plainly - we cannot process your request without this information.
- A foreign national without a W-8. The same paragraph says the request cannot be processed without one.
- A reason left blank. It is marked required, and a refund request with no explanation gives the division nothing to check against its records.
- A request for unexpired registration on a sold car. Montana does not refund it; the plates come off and the registration runs out where it is.
- The wrong post office box. Refund requests go to PO Box 201432, not to the Vehicle Services Bureau's own box at 201431 - the two differ by a digit.

☒ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

Read off 40-2300 (4/26) and the Montana Department of Justice, Motor Vehicle Division, Vehicle Services Bureau's own pages, current as of 2026-08-24. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs. sellmycarhub.com



Request for Refund 40-2300

PO Box 201432 Helena, MT 59620-1432 • Phone 406-444-3884 • Fax 406-444-1887 • mvdmt.gov

1. Requestor Information

Legal Name (First, Middle, Last) <u>Delphine R. Kowalchuk</u>		Business Name (if applicable)	
Mailing Address <u>612 W Broadway St</u>		City <u>Lewistown</u>	State <u>MT</u>
Zip <u>59457</u>			
Phone # <u>(406) 555-0138</u>	Email <u>d.kowalchuk@example.com</u>		
Montana Driver License Number or Social Security Number <u>0417329865</u>		Date of Birth (mm/dd/yyyy) <u>11/26/1974</u>	
Taxpayer Identification Number (TIN) or FEIN <u>000-00-0000</u>			

2. Request Amount

I am requesting a refund in the amount of: \$96.75
 Reason for the Request (required):
Duplicate payment. Registration renewal for plate 5-27341A was paid online on 07/29/2026 and again at the Fergus County Treasurer counter on 07/31/2026. Both receipts attached.

3. Federal Tax Classification

Please indicate your federal tax classification below or provide a W-9 with this Request for Refund. **We cannot process your request without this information. If you are a foreign national, we cannot process your request without a W-8.**

☐ Exempt Payee	☐ Partnership
☐ Exempt from FATCHA	☐ Trust/Estate
☐ C Corporation	☒ Individual/Sole Proprietor or Single Member LLC
☐ S Corporation	☐ Other: _____

4. Requestor Certification

I certify under penalty of law (MCA, 61-5-303) that the information in this application is true and correct to the best of my knowledge. Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or, (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or, (c) the IRS had notified me that I am no longer subject to backup withholding (see the instructions on page 2).
- I am a U.S. citizen or other U.S. person (defined one page 2).

Delphine R. Kowalchuk 08/26/2026
 Signature Date (mm/dd/yyyy)

Mail or fax this form with the requested information to the PO box or fax number listed at the top of this page.



Request for Refund 40-2300

PO Box 201432 Helena, MT 59620-1432 • Phone 406-444-3884 • Fax 406-444-1887 • mvdmt.gov

To Avoid Delays or Denial of Request, Please Include:

- Copy of Financial Statement or Receipt from the fees paid online using the Vehicle Registration Renewal Service.
- Any registration tabs you received.
- Other documentation that will support your refund request such as, verification of vehicle sale/trade-in, total loss or junking of vehicle. These events must have occurred **prior to** paying for the new registration and current registration expiration date.
- **Social Security Number, Taxpayer Identification Number (TIN), or FEIN: must be provided on form to submit a refund request.**

Request for Taxpayer Identification Number (TIN) Instructions

The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your Social Security Number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Department of the Treasury Internal Revenue Service Guidelines for Form W-9. For other entities, it is your Employer Identification Number (EIN).

General Instructions

Use this form only if you are a U.S. person (including a resident alien) to provide your correct TIN and to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Definition of a U.S. Person

For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Internal Revenue Code [CFR § 301.7701-7](#)).

Special Rules for Partnerships

Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Montana Requirements

The State of Montana is required to analyze whether payment must be reported to the IRS. This form is used as a substitute W-9 which is required if Montana reports a payment to the IRS. If Montana does not have this information, the IRS could penalize the State. Montana's accounting system uses the Taxpayer Identification Number (TIN) as a unique identifier to ensure the payment goes to the correct person or entity. If you are a foreign national, you must complete and submit a W-8.