

How to fill out Refund Application — Refund Application

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Rhode Island · written against Refund Application (Updated 03/2026), issued under RI DMV Cashiers Office

/forms/rhode-island/refund-application/

What comes after cancelling, and only sometimes. Rhode Island registers passenger cars for two years and refunds an unused registration on a narrow rule: two full years remaining on a passenger vehicle, or one full year on a truck. The form's own note kills the obvious question first - partial refunds and prorated refunds are not given.

This sheet is not the form. Download the blank Refund Application from the Rhode Island Division of Motor Vehicles at <https://dmv.ri.gov/media/226/download?f=ri-refund-application.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	Date it and state the amount	The date of the application and the sum submitted to the Division of Motor Vehicles that you are claiming back. Watch out: The amount is what you paid at the counter, not a proportion of it. Rhode Island does not prorate, so a partial figure signals a claim that does not qualify.
2	YOU	Plate number and plate type	Two rules identifying the registration. Watch out: Plate type matters because the qualifying rule differs - two full years for a passenger vehicle, one for a truck.
3	YOU	Licence or CID number and state	Who is claiming, and where their credential was issued. Watch out: The claimant has to be the registered owner, a surviving spouse with a death certificate, or an executor or administrator with a Certificate of Appointment. A relative acting informally is not on the list.
4	YOU	Tick the reason	Six boxes, and for a sold car it is the first or the second. Watch out: Read them against the rule on page three rather than picking the closest. Registration not due for renewal and Other are the boxes that produce a letter back rather than a cheque.
5	YOU	Complete the payee block as the cheque should read	Printed name, signature, mailing address, city, state and ZIP. Watch out: The heading says complete this section as it should appear on refund check. If you are moving, use the address that will still be receiving post in three months.
6	YOU	Add a phone number and an email on page two	The Cashiers Office asks for them to obtain information needed to process the refund. Watch out: They are recommended rather than mandatory, which in practice means a claim with a query on it and no contact details waits.
7	YOU	Attach the cancellation receipt	The official-use tick list on page two names it first among documents submitted with the refund application. Watch out: That is the TR-3, or the confirmation email from the online cancellation. A refund claim on a registration the DMV has not cancelled has nothing to refund.

What gets this one rejected

- A claim on a registration with less than two full years left on a passenger vehicle. The qualifying rule on page three is exact, and the note above it says partial refunds and prorated refunds are not given.
- A claim by somebody who is not the registered owner. Page three limits it to the registered owner, a surviving spouse with a copy of the death certificate, or an administrator or executor with a copy of the Certificate of Appointment of the estate.
- A tow claim without the receipt. If the reason for refund is due to tow of vehicle, the tow receipt is required to be submitted with the refund application.
- A duplicate-payment claim with nothing behind it - the tick itself says proof of payments required.
- A claim filed before the registration has been cancelled. The official-use block lists the cancellation of registration receipt first among the documents submitted with the application.
- An impatient follow-up. The note on page three sets expectations: refunds may take up to three (3) months to receive.

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

Read off Refund Application (Updated 03/2026) and the Rhode Island Division of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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STATE OF RHODE ISLAND

DIVISION OF MOTOR VEHICLES

CASHIERS OFFICE

600 New London Avenue

Cranston, RI 02920-3024

Phone: (401) 462-5721 Fax: (401) 462-1301

www.dmv.ri.gov

REFUND APPLICATION

1 Date: 08/20/2026

Application is hereby made for the refund in the amount of \$ 88.50, which was submitted to the Division of Motor Vehicles.

2 Registration plate number: ZC-486

Registration plate type: Passenger

3 Driver's License number or CID number 6104725 State RI

Check which apply for the request of a refund being made to the Division of Motor Vehicles:

- 4
- ☒ Cancellation of registration with two (2) full years remaining on passenger vehicle.
 - ☐ Cancellation of registration with one (1) full year remaining on truck vehicle.
 - ☐ Payment of registration renewal made twice (proof of payments required).
 - ☐ Tow of vehicle.
 - ☐ Registration not due for renewal.
 - ☐ Other: _____

Complete this section as it should appear on refund check:

Printed name: Lucienne R. Sirois

Signature: Lucienne Sirois

Mailing address: 214 Tillinghast Row

Pawtucket

City

Street

RI

State

02861

Zip code