



**COUNTY OF MONMOUTH  
OFFICE OF THE MONMOUTH COUNTY CLERK  
CLAIM FOR REFUND – REALTY TRANSFER FEE**

**Send Claim Form To:** Monmouth County Clerk  
Attn: RTF Refund  
PO Box 1251  
Freehold, NJ 07751

**Enclose with signed form:**

Copy of State Refund Claim  
Copy of Cancelled Check(s)  
Copy of Original Deed  
Copy of Re-recorded Deed

1. \_\_\_\_\_  
Name of person/company who paid Realty Transfer Fee

2. \_\_\_\_\_  
Street Address City State Zip

3. Deed Grantor \_\_\_\_\_ Deed Grantee \_\_\_\_\_

Original Deed  
Recorded Date \_\_\_\_\_ County \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_ Instrument # \_\_\_\_\_

Rerecorded Deed  
Recorded Date \_\_\_\_\_ County \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_ Instrument # \_\_\_\_\_

4. Total RTF Paid \_\_\_\_\_ Amount of Refund Requested \$ \_\_\_\_\_

5. Reason for Claiming Refund:

a. Deed is exempt from County portion of Basic Fee, Additional Fee, Supplemental Fee or General Purpose Fee for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Deed "Consideration" should be \$ \_\_\_\_\_ instead of \$ \_\_\_\_\_ as stated in original recording

c. Other reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. A separate refund claim for the State portion of the Realty Transfer Fee has been made and a copy of same is attached.

7. Name, address and telephone number of person or legal representative to whom the refund is to be forwarded:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This certifies that I have paid the Realty Transfer Fee and that I am entitled to claim the refund.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Print Name

**Directions for claiming a refund from Monmouth County  
for overpayment of Realty Transfer Fees**

1. Complete RTF-refund Monmouth County Form which may be obtained from the Monmouth County Clerk's Office or from these County websites:  
[www.MonmouthCountyClerk.com](http://www.MonmouthCountyClerk.com)  
[www.NJCountyRecording.com](http://www.NJCountyRecording.com)
2. End completed refund form along with:
  - a. Copy of completed RTF-3 State Refund Form
  - b. Copy of cancelled check(s)
  - c. Copies of original and rerecorded deed instrument stamped pages proving overpayment
  - d. Mail to:

Monmouth County Clerk  
RTF Refund  
PO Box 1251  
Freehold, NJ 07730

For questions, call 732-431-7324 x8909

**Directions for claiming a refund from New Jersey State  
for overpayment of Realty Transfer Fees**

1. Complete RTF-3 State of NJ Division of Taxation Claim for Refund-realty Transfer Fee from State of New Jersey website  
[https://www.state.nj.us/treasury/taxation/pdf/other\\_forms/lpt/rtf3.pdf](https://www.state.nj.us/treasury/taxation/pdf/other_forms/lpt/rtf3.pdf)  
County sites [www.MonmouthCountyClerk.com](http://www.MonmouthCountyClerk.com)  
[www.NJCountyRecording.com](http://www.NJCountyRecording.com)

2. Fax completed claim forms to (609) 292-9439 or forward to:  
Division of Taxation  
Realty Transfer Fee Unit  
PO Box 251  
Trenton, NJ 08695-0251

For questions regarding these procedures, call (609) 292-7813 or visit  
[www.state.nj.us/treasury/taxation/lpt/localtax.htm](http://www.state.nj.us/treasury/taxation/lpt/localtax.htm)