State of Rhode Island and Providence Plantations
Department of State - Business Services Division

Instructions for Completing an Online Refund Request

Not all fees are refundable. See refund policy to learn more.

How to complete the request:

Payer Information

1. List the name of the entity or individual associated with the filing.
2. List the entity ID number if known.
3. List the type of filing for which a refund will be issued (i.e., annual report, articles, etc.).

Contact Information

1. List the name of the contact person.
2. List the contact person's email address. Must have a valid email address.
3. Verify the contact person's email address.
4. List contact person's phone number.

Refund Details

1. Select the reason for the refund from the drop-down menu.
2. If the choices do not apply, select "Other" and list the specific reason for the refund in the space provided.
3. List the amount of the refund requested.
4. List the Confirmation/Receipt Number. You may list "unavailable" or "n/a."

Original payment information

1. If you select check, provide the check number in the space provided.
2. If you select credit card, list the card holders name and address.
3. If you select cash, complete the "Refund to be issued to" section.
4. If your refund request requires evidence, you may upload an attachment (i.e., cancelled check).

Refund will be issued to

1. List the specific name of the payee for the refund check.
2. List the payee's complete mailing address.
3. Click "Submit" when the refund request form is completed.

Successful filing:

You will receive this message when the form is successfully submitted:

Success! Your refund request has been submitted.