

## MVECP Fee Refund Request Form

Normally this form will be used to request a refund of some or all of a previous payment of a test group or engine family certification fee. Refunds can take several weeks to process. As an alternative, manufacturers with upcoming engine certification applications can use the online MVECP Fee Correction Form to apply refunds claims and overpayments to such new engine families or test groups.

### Instructions:

#### **Manufacturer Name:**

**Check here if IMO/Annex Engine Family:**

#### **Engine Family Name:**

For these three items, enter the manufacturer's name and the twelve-digit engine family or test group name for which the refund is being requested. If the engine is an IMO/Annex engine, check the box. If you are requesting a refund on an engine older than the current model year minus one, contact your certification representative.

#### **Original Payment Date:**

Enter the date of the online payment or the offline payment by check, wire, or ACH. Use the best information available.

#### **Original Check #/ Wire/ACH/Pay.gov Tracking Number:**

If the original payment was made offline, enter the check number, or write in "Wire" or "ACH" for offline payments by those methods. If the original payment was made online, enter the Pay.gov Tracking ID number assigned to the payment. This information will help EPA confirm the overpayment.

#### **Original Amount Paid:**

Indicate the amount you paid for this engine or test group. Do not use commas or a dollar sign.

#### **Amount of Refund Requested:**

Enter the amount of refund requested in dollars. Do not use commas or a dollar sign.

#### **Authorized Company Representative:**

Enter the authorized company representative information including the name, email address, telephone number and fax number. The person named should be someone familiar with the refund request who can be contacted for clarification of any issues and for necessary account information if an electronic refund is being requested.

#### **Reason for Refund:**

Select one of the options given: the engine family or test group failed to receive an EPA certificate (no certificate issued), manufacturer withdraws a request for certification and no certificate will be issued, or other (explain). If Other is selected, provide an explanation for the refund request in the comment box.

**Comments:**

Enter any comments in the box necessary or helpful in explaining the refund request.

**Refund Method:**

Indicate how you want the refund processed, either as an electronic refund or by check.

Electronic refund requires EPA to contact the person named as Authorized Company Representative for the manufacturer's account number and other information.

Check refund requires the name and address of the manufacturer to whom the check will be payable. Please include your Address, City, State or Province, Country, and Zip or Postal Code in the spaces provided.

**Submit Data:**

Selecting this button will submit the data, which will then be conveyed to EPA for processing. You may wish to make a copy of the completed form prior to submittal by selecting the PDF Preview button and printing the PDF view.