

# OFFICE OF THE CITY CLERK

City of Los Angeles

Claim for Refund Form

(Not Over \$5,000)

Please mail the original signed form to (copies and faxes not accepted):

Address: Office of the City Clerk  
200 North Spring Street  
Room 395, City Hall  
Los Angeles, CA 90012

Hours: 8:00 am to 4:30 pm, Monday – Friday

Phone: (213) 978-1133

You may also bring the form to our Public Counter at the above address during regular business hours.

Reminder: Please make a copy for your own records.

