



**Wyoming Secretary of State**

Herchler Building East  
Suites 100 & 101  
122 W. 25th Street  
Cheyenne, WY 82002-0020  
Ph. 307.777.7311  
Email: [Business@wyo.gov](mailto:Business@wyo.gov)

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**Wyoming Secretary of State's Office  
E-Filing Refund**

Refund requests shall be submitted using the Refund Request Form. Refunds will be issued to the name and address as it appears on the receipt. All refund requests are reviewed to determine if a refund is warranted. Entities requesting a refund will need to complete the Refund Request Form, provide any supporting documentation necessary, and remit to address or e-mail above.



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## Refund Request Form

Refunds will be reviewed using information provided below. As such, please complete all information that is applicable to your request. Please also note that convenience fees associated with electronically filed documents will not be refunded.

Business ID#:

Receipt No.:

Name/Business:

Address:

City:

State

Zip Code:

Contact Person:

Phone:

Document Filed:

Amount Requested:

Reason for Refund:

Signature:

Date:

Printed Name:

Title:

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### Refund Approval - Secretary of State's Office Only

Refund Amount:

Receipt No.:

Authorized Signature:

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All refund requests will be processed in accordance with the Wyoming Secretary of State's Refund Policy.