



# REFUND REQUEST FORM

Effective: 08/14/19

Request form must be submitted to FilmLA within 90 days of completion of permitted activities. Incomplete or illegible forms will delay processing. A Refund Request Form is not required for the return of a School Security Deposit.

Permit / Rider Number: \_\_\_\_\_

Production Company: \_\_\_\_\_

Production Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

NOTE: Refund request covers one permit and its associated riders.

.....Where should we mail the refund, if different from above?.....  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Your Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_


*Signer's name must appear on permit*

Thank you for submitting your refund request. You will receive your refund, if any, within 30 days from the date FilmLA receives all of the final charges on this permit and its related riders from Permit Authority(ies). As noted in the General Terms, Conditions and Restrictions of your permit: permit application, permit rider and other processing fees are **non-refundable**.

Please send any inquiries regarding the refund to [refunds@filmla.com](mailto:refunds@filmla.com)

Brief description of why a refund is due:

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

**FOR  USE ONLY**

(DO NOT WRITE IN THIS AREA)

**Partial refund**  
(see attached documentation)

**Accounts receivable unpaid invoices to be deducted**

Invoice #: \_\_\_\_\_ Amount: \_\_\_\_\_  
Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

**Refund approved by:**  
\_\_\_\_\_

**Amount to be refunded:** \_\_\_\_\_ **Date:** \_\_\_\_\_

COMPLETED FORMS MAY BE MAILED, FAXED OR EMAILED TO [REFUNDS@FILMLA.COM](mailto:REFUNDS@FILMLA.COM)