NEW JERSEY DIVISION OF TAXATION

Applying for a Refund

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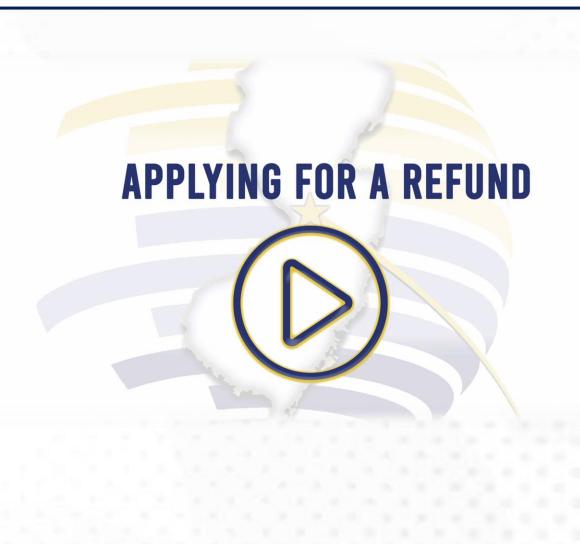# Applying for a Refund

1 Select **Submit Application** from the Online Transactions dropdown.

2 Complete the application.

3 Click **Next** to the Request Information page.

Completing the Application:

- **Form Type:** Choose the form type (e.g., A-3730).
- **Form Number:** Select the form number if not pre-populated.
- **Taxpayer Name:** Pick a taxpayer from your profile.

APPLYING FOR A REFUND

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4 Fill in the refund details.

5 Click **Upload** to attach documents, then **Save and Continue**.

6 Click **Save and Continue** to review and finalize on the e-Signature page.

Refund Details:

- **Type of Tax:** Select tax type (e.g., Sales & Use).
- **Period Covered:** Enter dates or select via calendar.
- **Refund Amount:** Enter the requested amount.
- **Explanation:** Provide your reason.

APPLYING FOR A REFUND

WELCOME TO THE NEW JERSEY TAX PORTAL

For additional assistance, email us at njtaxportal@treas.nj.gov or contact our Customer Service Center Monday–Friday, 8:00 a.m. – 4:00 p.m. EDT at 609-772-8577.