

Instructions for Handwritten Forms

Guidelines



Do not use red ink.
Use blue or black ink.



Do not use dollar
signs, commas, or
other punctuation marks.



Printing



Set page scaling to
“none.” The Auto-Rotate
and Center checkbox
should be unchecked.



Do not select “print on
both sides of paper.”



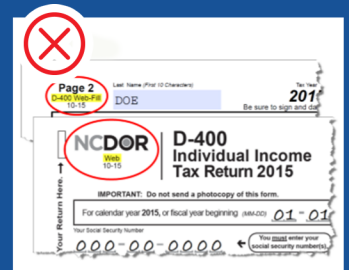
Before You Send



Do not submit
photocopies of returns.
Submit originals only.



Do not mix form types



E-588 Business Claim for Refund State, County and Transit Sales and Use Taxes

Legal Name (First 32 Characters) (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)

Street Address

City

State

Zip Code

County

Name of Contact Person

Contact Telephone

Location of Records (If Different from Above)

Date of Payment

Account ID

FEIN or SSN

Period Beginning (MM-DD-YY)

Period Ending (MM-DD-YY)

1. Name of Taxing County

(Enter name of taxing county. If more than one county, leave blank and attach Form E-536R.)

State Tax

Local

2. Amount of Tax Paid

3. Corrected Tax

4. Amount of Refund Requested (Line 2 Minus Line 3. Local tax must be identified by rate on Line 6.)

5. Total Refund Requested

(Add State and Local tax on Line 4.)

\$

\$

6. Allocation of Local Tax on Line 4 (Enter the Local tax paid at each applicable rate. If you paid more than one county's tax, see instructions and attach Form E-536R)

6a. Food 2.00% Tax

6b. County 2.00% Tax

6c. County 2.25% Tax

6d. Transit 0.50% Tax

Durham, Mecklenburg, Orange, Wake

6e. Additional 1.00% County Tax

Mecklenburg

Basis of Claim: (Explain in detail and attach documentation)

Does basis of claim originate from request for refund by customer? ☐ Yes ☐ No (If yes, you must attach documentation showing the customer received a credit or refund.)

Customer's Name:

Customer's Address:

Signature:

Date:

I certify that, to the best of my knowledge, this claim is accurate and complete.

Title:

Telephone:

DOR Use Only

Food 2% Tax

County 2% Tax

County 2.25% Tax

Transit .50% Tax

Approved: ☐ As Filed

☐ As Corrected

Additional 1% Tax

State Tax

Total Tax