



# REFUND REQUEST FORM

Effective 08/15/2024

Request form must be submitted to FilmLA within 90 days of completion of permitted activities. Incomplete or illegible forms will delay processing. School security deposits are automatically refunded, a Refund Request Form is not required.

Refund request covers one approval group number and its associated location authorizations.

Approval Group Number: \_\_\_\_\_

Brief description of why a refund is due:

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

*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 approval group and its related location authorizations 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**.

FOR  USE ONLY

*(DO NOT WRITE IN THIS AREA)*

Refund approved by:

\_\_\_\_\_

Amount to be refunded:

Date:

\_\_\_\_\_

\_\_\_\_\_

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

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