

---

**Note: For Paper Checks Only**

_____ Tax year	_____ Maryland refund check dated	_____ Amount
_____ Primary Taxpayer's printed name	_____ Primary Taxpayer's Identification Number	
_____ Primary Taxpayer's signature*		
_____ Secondary Taxpayer's printed name	_____ Secondary Taxpayer's Identification Number	
_____ Secondary Taxpayer's signature*		
_____ Current Mailing Address - Street/PO Box		
_____ Current Mailing Address - City	_____ State	_____ Zip Code + 4
_____ Daytime Contact Number		

\*Signatures are matched to our master files. On jointly filed returns, both taxpayers must sign this request  
Business filers filing this form must include the signature of a corporate officer or the tax preparer.  
Electronic filers should attach a copy of state issued identification for verification.

---

**Please place a stop payment on the above referenced refund check and issue a replacement check at the provided mailing address.**

Submit Forms to the Refund Unit via Email, Fax or Mail:

**Email:** RADREFUND@marylandtaxes.gov

**Fax:** 410-260-7890

**Mail:** Comptroller of Maryland  
Revenue Administration Division  
Attn: Refund Unit  
PO Box 1829  
Annapolis, Maryland 21404-1829

**STOP PAYMENT REQUEST INSTRUCTIONS**Revenue Administration Division  
Refund Unit

Form 106 allows a business or individual to request a stop payment on a refund check issued by the Comptroller of Maryland.

**SPECIFIC INSTRUCTIONS**

- Use a separate Form 106 for each type of payment.
- Enter the tax year for which the refund check was issued.
- Enter the date the refund check was issued as written on the check.
- Enter the exact amount of the refund check.
- Individuals: Enter first name and last name of the primary taxpayer as it appears on the refund check.
- Businesses: Enter the name of the business as it appears on the refund check.
- Individuals: Enter the primary taxpayer's Social Security number (SSN)/ Individual Taxpayer Identification Number (ITIN).
- Businesses: Enter your federal Employer Identification Number (FEIN).
- Individuals: Enter the signature of the primary taxpayer.
- Businesses: Enter the signature of the duly authorized corporate officer.
- Individuals: Enter the secondary taxpayer's printed name as it appears on the refund check if applicable.
- Enter the secondary taxpayer's SSN/ITIN if applicable.
- Enter current mailing address.
  - For a foreign address:
    - » Enter street number and street name or PO Box on "Current Mailing Address - Line 1" line.
    - » Enter city or town; province, state, or county; and postal code on "Current Mailing Address - Line 2" line.
    - » Enter the name of the country on the "City or Town" line.
    - » Leave the "State" line and "ZIP Code" line blank.
- Enter the current daytime contact number.