

## INSTRUCTIONS FOR COMPLETING CLAIMS FORMS

There are three different types of claims you may file for refunds included in the Charlton County Tax Refund Settlement:

1. Missing Class Member Claim Form
2. Change of Address Claim Form
3. Objection to Individual Refund Calculation Claim Form

The three different claims are explained in greater detail below.

### Claim Form for Missing Class Member

If you believe that you may be entitled to a refund and your name is not listed as a Class Member on either the Category 1 Class Members list or the Category 2 Class Members list posted on the website that was created by the Administrator, you must fill out the form entitled “Claim Form for Missing Class Member.” Follow the instructions on the form and return it to the Administrator at the address provided on the form.

### Claim Form for Category 2 Class Member

If your name is listed as a Class Members on the “Category 2” list of Class Members posted on the above website, it means that you no longer own the property for which the refund is due, and the Administrator does not know your current address. You must fill out the form entitled “Claim Form for Category 2 Class Member” to supply your current mailing address. Follow the instructions on the form and return it to the Administrator at the address provided on the form.

### Objection Form for Class Member

If you have an objection to an individual refund amount shown on either the Category 1 or Category 2 Class Member lists posted on the website or the administration process, then you must fill out the form entitled “Objection Form for Class Member”. Follow the instructions on the form and return it to the Administrator with a copy to the Special Master at the addresses provided on the form.

Administrator’s website containing these forms: <https://lmgriggers.com/charlton>

Additional information may be obtained from the Charlton County Website:

<https://charltoncountyga.us/422/Tax-Refund-Case>