

# Claim for Refund on Behalf of Deceased Taxpayer

# Arizona Form 131

## For information or help, call one of the numbers listed:

Phoenix (602) 255-3381  
From area codes 520 and 928, toll-free (800) 352-4090

## Tax forms, instructions, and other tax information

If you need tax forms, instructions, and other tax information, go to the department's Internet home page at [www.azdor.gov](http://www.azdor.gov).

## Income Tax Procedures and Rulings

These instructions may refer to the department's income tax procedures and rulings for more information. To view or print these, go to our home page and click on *Legal Research* then click on *Procedures* or *Rulings* and select a tax type from the drop down menu.

## Publications and Brochures

To view or print the department's publications and brochures, go to our home page and click on *Publications*.

## Purpose of Form 131

Use Form 131 to claim a refund on behalf of a deceased taxpayer.

## Who Must File

If you are claiming a refund on behalf of a deceased taxpayer, you must file Form 131. However, if the refund is issued in the name of the decedent, it may be cashed with the endorsement of the court appointed executor or the administrator of the estate.

## Lines 1 through 8

Enter all of the information requested on lines 1 through 8.

## Foreign Address

If the person claiming the refund on behalf of the decedent has a foreign address, enter the information in the following order: city, province or state, and country.

Follow the country's practice for entering the postal code. Do not abbreviate the country name.

## Part I

### Line 9a - Surviving Spouse

Check the box on line 9a if you are the surviving spouse who is claiming a refund on a joint income tax return you are filing with your deceased spouse.

Attach the completed Form 131 to the front of your return when you file.

If you filed your return without Form 131 and you received a joint refund check that you cannot cash, you can return that check with Form 131 to us. We will issue a new check in your name. We will mail that new check to you.

If you are returning a previously issued check, send Form 131 along with the check issued in both your name and your deceased spouse's name to:

Arizona Department of Revenue  
PO Box 52138  
Phoenix, AZ 85072-2138

## Line 9b - Court Appointed or Certified Personal Representative

Check Box 9b only if you are the decedent's court-appointed personal representative claiming a refund for the decedent. You must attach a copy of the court certificate showing your appointment.

For purposes of this form, a personal representative is the executor or administrator of the decedent's estate as appointed or certified by the court. A copy of the decedent's will cannot be accepted as evidence that you are the personal representative.

## Line 9c - Other

Check the box on line 9c if you are not the surviving spouse claiming a refund based on a joint return and there is no court appointed personal representative. You must also complete Part II. If you check the box on line 9c, you must have proof of death.

The proof of death is a copy of one of the following:

- The death certificate
- The formal notification from the appropriate government office (for example, Department of Defense) informing the next of kin of the decedent's death

Do not attach the proof of death to Form 131. Instead, keep it for your records and provide it if requested.

**Example:** Your father died on August 25. You are his sole survivor. Your father did not have a will and the court did not appoint a personal representative for his estate. Your father is entitled to a \$300 refund. To get the refund, you must complete and attach Form 131 to your father's final return. You should check the box on Form 131, line 9c, answer all the questions in Part II, and sign your name in Part III. You must also keep a copy of the death certificate or other proof of death for your records.

## Part II

If you checked the box on line 9c, you must complete lines 10a through 11.

## Part III

Make sure you sign and date Form 131 on Part III.

## How to File Form 131

Attach Form 131 to the **front of the income tax** return that would have been filed if the decedent had lived.