



Council Tax refund application

To receive a refund, please complete this form, ensuring it is signed and dated. Return it to the above address. **All sections must be completed in order for the refund to be processed promptly.** Please note that if bank details are not provided, a repayment by cheque will take up to two weeks to be dispatched.

Council Tax Account Name: (will be the payee *)

Council Tax Account Number:

Address of property for which refund is requested:

Post Code:

Bank details to be credited:

Bank name (eg Lloyds):

Branch address:

Post Code:

Bank account number:

Sort Code:

Bank account name:

Refund amount claimed:

Authorisation:

I claim a refund of overpaid Council Tax and declare that I am/represent the Council Taxpayer named above, or the Council Taxpayer's authorised agent, and I am entitled to the refund.

Your name(s):

Current contact address:

Signatures:

Date:

Telephone:

Date:

*In certain circumstances, payment to a party other than the Council Tax Account Name may be appropriate.

If so, provide the alternative payee's details here and **enclose full details of the reason with documentary evidence with this form:**

Please ensure you have completed this form in full.