

## Council Tax & Business Rates Refund Request Form

Please use this form to request a refund of overpaid Council Tax or Business Rates. Refunds are only issued in instances where a valid overpayment is made on an account. If payment was made by direct debit, the refund will be credited to the same bank account; you do not need to complete this form.

**We do not refund by cheque**, so if you are not paying by Direct Debit, we will need your bank details to refund the overpayment.

Bank details	
Bank name:	
Account Number:	
Sort Code:	
Account name:	

Please complete the following fields:-

Council Tax or Business Rate Account number	
Customer Name:	
Property address:	

If moving within the borough rather than refund the overpayment any credit would normally be transferred to your new account in Harrow. Please provide your new Council Tax or Business Rate Account Number so that this can be done for you. You will then be sent a new bill telling you the reduced amount to pay.

--

In certain circumstances, payment to a party other than that named on the bill may be appropriate. Please provide the alternative payees details and enclose full details of the reason with documentary evidence with this form.

Alternative payee details:	
Bank details	
Bank name:	
Account Number:	
Sort Code:	
Account name:	

In case we have any questions about your request it would be helpful if you could provide the following information:

Email address:		Daytime Telephone:	
----------------	--	--------------------	--

If you are claiming the credit on behalf of someone else, please upload a letter of authority.

**DECLARATION**

**By signing this form I declare the following:**

**The information on this form is correct and complete to the best of my knowledge and belief. I understand that it is a criminal offence to make a statement or representation that I know to be incorrect or to provide documentation that is false or fail to disclose information to the authority where the law requires it, after this form is complete. If I do so I may be prosecuted.**

**I understand that this authority is under a duty to protect the public funds it administers and to this end may verify the information I have provided on this form with other internal departments, government agencies, local authorities and private sector organisations for the purpose of billing, collection and recovery of Council Tax & Business Rates and for the prevention and detection of fraud. It may also share this information with these agencies and other bodies responsible for auditing or administrating public funds for these purposes.**

If the Council Tax or Business Rate Account is in more than one name and was not paid by Direct Debit, a signature will be required from each person named on the bill. The refund will be credited to the bank account detailed above

Liable party name		Signature	
Liable party name		Signature	
Liable party name		Signature	
Liable party name		Signature	
Date			

Please upload this form:

[www.harlow.gov.uk/evidenceform](http://www.harlow.gov.uk/evidenceform) for Council Tax

[www.harlow.gov.uk/bratesevidence](http://www.harlow.gov.uk/bratesevidence) for Business Rates