

# City of London: Council Tax Refund Claim Form

There is a refund due on your Council Tax account as shown in the enclosed credit bill.  
To receive this refund please complete **ALL** sections, sign and date this form.

<b>Name person(s) who paid Council Tax and claiming a refund</b>	
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<b>Address of property that this refund relates to:</b>	
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<b>Council Tax Account Number (Eight digits)</b>	8							
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<b>Your Bank/Building society name &amp; Branch address.</b>	
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<b>Bank sort code</b>						
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<b>Bank account number</b>								
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<b>Building Society Reference (if relevant)</b>	
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<b>Full Bank Account Name for refund</b>	
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**Declaration:** I declare that I paid council tax on the above property and I am entitled to a refund. If you are not the person who paid you must state in writing under what capacity you are claiming a council tax refund.

<b>Your Full Name (include position in Company if relevant)</b>	
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<b>Your current address including postcode</b>	
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<p>If the bank account stated above is only in one person's name <b>but</b> the council tax account was in two or more names, then <b>you must provide written agreement from everyone named on the council tax bill that they are happy to have the refund paid into this bank account.</b> If this is not received the claim will not be processed. Further enquiries may be undertaken to establish entitlement to a refund.</p>	<p><b>Additional signatures of joint liable residents authorising payment to this bank account</b></p> <p>Signature: Name:</p> <p>Signature: Name:</p>
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<b>Signature :</b>		<b>Date:</b>	
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<b>Telephone:</b>		<b>Email:</b>	
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Please check you have completed the form in **full** and send it to [counciltax@cityoflondon.gov.uk](mailto:counciltax@cityoflondon.gov.uk)  
Any incomplete forms will be returned and will delay your refund being processed.