



Application for a refund of overpaid council tax/non domestic rates

Please note you must complete all boxes otherwise the refund application will be returned to you.

Name of tax/rates account holder:

Address on tax/rates account:

Account/property reference:

Name and forwarding address of applicant:

Form with four empty boxes for account holder name, address, account reference, and applicant address.

If your account was paid by Direct Debit, your credit will be repaid into this account. Please note if the council tax/rates account was in joint names we cannot issue a refund in single names unless all those named on the account have signed the form to authorise this.

Bank details for refunding credit

Name of bank

Bank sort code

Bank account no

Name of account holder(s)

Form boxes for Name of bank and Bank account no.

Form boxes for Bank sort code and Name of account holder(s).

People without a bank account in the UK - Should you not have a UK bank account please contact the Local Tax team on 01256 844844 to discuss your options.

Deceased persons - If you wish the refund to be issued to another name please provide a copy of the relevant page of the Will or Grant of Probate, along with the bank details.

Moving within the borough - Please note: if you have moved within the borough any credit from your previous address will be transferred to be offset against your new liability.

Authorisation to pay refund

I hereby certify that the above information is, to the best of my knowledge, correct and has been overpaid for which I claim the appropriate refund.

Signature of applicant:

Signature of all tax/rates payers named on the account:

Form boxes for signature of applicant and signature of all tax/rates payers.

Please fully complete this application and return to the Revenues team at the address on the top of this form.

PRIVACY STATEMENT

Basingstoke and Deane Borough Council is the data controller for the personal information you may provide. You can contact us by phone on 01256 844844, via email to customer.service@basingstoke.gov.uk or by writing to us at Civic Offices, London Road, Basingstoke, RG21 4AH. The Council's Data Protection Officer can be contacted at dpo@basingstoke.gov.uk.

Your information will be used so that we can administer your council tax/non domestic rates account and collect council tax/non domestic rates from you. Your personal data may be shared with other teams within the council in order to provide a service to you. We may also share it with other local authorities or debt collection agents if necessary for the collection of council tax/non domestic rates. We may share the data with third parties if we are required by law to do so.

We will keep your details on our council tax/non domestic rates database for seven years after you cease to have an account with the council.

You have certain rights under GDPR which can be found on the Basingstoke and Deane website – see following link: <https://www.basingstoke.gov.uk/GDPR>

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.