



Burnley Borough Council
Revenues & Benefits Service
Parker Lane
Burnley
BB11 2DS

REQUEST FOR A COUNCIL TAX REFUND

Please complete and return this form to the Revenues and Benefits Service to request a refund of your Council Tax credit balance.

1. Council Tax Account Number:
2. Council Tax Account Name:
3. The address that the account relates to:
4. Amount of Refund Claimed
5. Name and address of the person the refund is to be issued to: (including post code)
IMPORTANT: Please provide a reason below if the refund is not being issued to the person named in No 2 above:
6. All refunds are paid direct into a bank account. Please provide the details of the account that you would like the refund to be paid into. Sort Code Account Number
Account Name

I confirm that the refund is to be made in accordance with these details and I undertake to repay any monies claimed by me in error.

Signed Full Name

Date Tel.....

Return the completed form to the address above. The Council reserves the right to off-set the refund if outstanding debts are identified