



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

REQUEST FOR A BUSINESS RATES REFUND

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

1. Business Rates Account Number:
2. Business Rates 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/company 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

Company..... Position in Company.....

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.

The Council may increase the amount to be refunded if the credit has occurred following a reduction in rateable value and interest is due.