



Wandsworth Council
Business Rates Service
PO Box 65993
Town Hall
Wandsworth High Street
LONDON
SW18 9LB

Refund Request Form

Please use this form to tell us the reasons why you are applying for a refund of overpaid Business Rates. The ratepayer should sign the application. If this is not possible, we must have written permission from the ratepayer to pay the person names on this form.

Account Name:	<input type="text"/>
Account Number:	<input type="text"/>
Property Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Post Code:	<input type="text"/>
Amount to be refunded:	£ <input type="text"/>

Reason for Refund:

Paid too many instalments or duplicate payment	<input type="checkbox"/>
The rateable value has reduced	<input type="checkbox"/>
You have moved property	<input type="checkbox"/>
Other reason – please specify	<input type="checkbox"/>

Your refund will be paid by BACS and can take up to 20 working days to process, please provide your details below in order to process your refund. Please note, by leaving this section blank you will delay the processing of the refund.

Name and Address of Bank:	<input type="text"/>
Account Name:	<input type="text"/>
Account Number:	<input type="text"/>
Sort Code:	<input type="text"/>

I certify that I am entitled to receive a refund of the amount shown above, in respect of an overpayment of business rates on the above account. I understand that, if it is later shown that another party was entitled to any part of the refund, I will be liable to repay all or part of the amount refunded.

Signature.....Name (Please Print).....
Date.....
Company Name.....Position.....