

Your ref _____



Lichfield
District Council

**District Council House, Frog Lane
Lichfield, Staffordshire WS13 6YX**

Customer Services 01543 308900
Web download

Council Tax & Business Rates Refund Application

Address for which refund is claimed: _____

- If the account in credit is in the name of more than one person, we will require each person to sign this application.
- If you wish the payment to be made to a party other than that named on the account, please provide written authorisation or evidence you are entitled to do so.
- If you have any outstanding debt to the council, (including Housing Benefit Overpayment, Sundry Debtors Invoice, Council Tax or Business Rates) any credit will be transferred to this debt.
- If you are the sole beneficiary of an estate, please provide us with a copy of the relevant section of the will.
- Once probate has been granted, any refund will be issued to the executor/s of the estate, please provide us with a copy of the probate certificate.
- Prior to probate, if you would like the refund to be issued to a single executor or nominated individual/organisation, please provide a copy of the will and include written confirmation from all executors of the estate.

If you would like the refund paid by BACS, please supply your bank details

Sort Code						Account Number									
Name on bank account:															



www.lichfielddc.gov.uk



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MyStaffs App

Please complete below if you would like a cheque

Name of payee for refund	
Address to which cheque should be sent if different from above:	

To claim the refund, please sign and date

Primary liable party			
Signature			Date
Name		Are you? Please select one	Liable Party Executor Solicitor POA
Contact Number			
Contact Email Address			

Second liable party			
Signature			Date
Name		Are you? Please select one	Liable Party Executor Solicitor POA
Contact Number			
Contact Email Address			

