



Revenues and Benefits

Ask for: Revenue Officer

Telephone: 01474 33 75 64

Email: rates@gravesham.gov.uk

Business Rates Account Number:

Date:

BUSINESS RATES REFUND FORM

Claiming a refund

Please complete the details below and return the form to us.

Please note that for payments made by direct debit we will usually refund the credit to the same account and that all parties named on the bill must sign the refund form.

Do you owe money to the Council?

If you owe any money to the Council, such as a parking ticket or housing benefit overpayment, we can use your business rates credit to reduce the amount you owe.

What do I need to do now?

Fill in the form below telling us what you wish to do with your credit and provide all the details requested.

Transfer credit to another debt

Details of debt _____

Reference/Invoice Number _____

OR

Refund credit

Bank account name _____

Sort code _____

Account number _____

Declaration

I/we request the business rates credit for this account number to be dealt with as indicated above.

Signed _____

Print name _____

Telephone _____

Email _____

Signed _____

Print name _____

Telephone _____

Email _____

Date form completed _____