



**East Staffordshire**  
Borough Council  
**Revenues Team**  
Address: ESBC, PO Box 8045  
Burton upon Trent  
DE14 9JG

Account reference (office use only):

## Council Tax: Applying for a Refund?

Please return this form as soon as possible. If you have any queries regarding this telephone us on 01283 508030 9am – 1pm, Monday to Friday or email [council.tax@eaststaffsbc.gov.uk](mailto:council.tax@eaststaffsbc.gov.uk)

|  |  |
|--|--|
| <b>Name of Person requesting refund:</b>   | <b>Name of person to whom refund should be made payable.</b><br>If not Council Tax Payer, please state in what capacity claim is made.   |
| <b>Address to send refund to:</b>  | <b>Bank account details if requires refund to be paid to bank account:</b><br><br><b>Bank Account Number:</b><br><b>Bank Sort Code:</b><br><b>Name on bank account:</b><br><b>Bank name and address:</b> |
| <b>Contact phone number:</b>   |  |
| <b>Please give the address of the Council Tax account overpaid:</b>  |  |
| <b>Please give the reason for overpayment</b>  |  |
| <b>Will you be liable to pay Council Tax at your new address if you have moved to another address within the East Staffs Council area?</b> | (Please tick)    Yes <input type="checkbox"/> No <input type="checkbox"/>  |

### Declaration

*The information given above is correct.*

**Signature:**

**Date:**

**Please print name:**

**Capacity:**

Please refer to [www.eaststaffsbc.gov.uk/privacy](http://www.eaststaffsbc.gov.uk/privacy) -notice to learn how the personal data you have provided to us will be used by East Staffordshire Borough Council.