



Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent, ME19 4LZ
Minicom: 01732 874958 (text only)
Email:financial.services@tmbc.gov.uk
Direct Line: 01732 876338

FINANCIAL SERVICES

Claim for refund of Business Rates

Account number

Your Business Rates account is in credit by the amount on the enclosed bill.

We would like to refund this amount direct into your bank account by BACS (Banks Automated Clearing System). This means that the refund is more secure and reliable and you will get the money sooner. The payment cannot get lost or stolen and it will not be delayed in the post.

To enable us to refund this money to you, this form must be completed and returned to the address shown above. Please complete section 1 below and **make sure you sign Section 2.**

N.B. All persons named on the enclosed bill must sign this form. In respect of limited companies, the form must be signed by an authorised signatory.

If you have any queries concerning the completion of this form, please contact us as shown above.

Section 1 - Bank details

Account Name

Account Number Sort Code

If your account number is too long, please contact your Bank who will tell you which number to use.

Payee Name

Address

Section 2

Signed

Date