

Council Tax Account Number (account in credit)

**Section A: TRANSFER
FOR TRANSFER OF CREDIT TO NEW COUNCIL TAX ACCOUNT.**

When moving within the Council area our intention is for the credit to be transferred to your new address, please provide your new Council Tax account number and property address.

New Council Tax Account Number

Address

Telephone Number

If your Council Tax bill was originally issued in more than one name, we require authorisation from all parties to confirm to whom the transfer should be credited to.

Authorisation - **to be signed by all parties**

Print and sign name

Print and sign name

Print and sign name

**Section B: REFUND BY BACS
DO NOT COMPLETE IF YOU HAVE COMPLETED SECTION A.**

Name of Bank (e.g. Lloyds)

Name of Bank Account Holder (e.g. Mr A Smith)

Branch Sort Code

Bank/Building Society Account Number (8 digits)

Building Society Roll No. (NB. Some Building Society accounts do not accept BACS payments)

If you would like your refund confirmation sent to a different address to the one linked to the account please provide the details

Address

Telephone Number

If your Council Tax bill was originally issued in more than one name, we require authorisation from all parties to confirm to whom the refund should be made payable to.

Authorisation - **to be signed by all parties, executor(s) or representative(s)**

Print and sign name

Print and sign name

Print and sign name

Please complete and return this form to:

*The Shared Revenues Partnership
Grafton House
15-17 Russel Road
Ipswich
IP1 2DE*

If you have moved within the Council area and continue to be liable for Council Tax or continue to be liable at your current address, it is our intention for the credit to be transferred to your new account. If this is the case please confirm the details in Section A.

Please note in all cases, authorisation from all parties is required if your Council Tax Bill was originally issued in more than one name.