



Moray Council  
**TAXATION SERVICES**  
Council Tax  
**Credit Repayment Request Form**

Name.....  
Address.....  
..... Postcode.....

Office use only  
Account number.....  
Date of issue.....

**How to Complete This Form**

The Council Taxpayer(s) should complete **all parts** of this form in **BLOCK CAPITALS**, so we can refund the Council Tax credit balance to your preferred bank account.

Each person named on the Council Tax bill must agree the destination bank account where the refund is sent. **Each person MUST SIGN the Declaration in Part 3**

**All information given will be treated in the strictest confidence.**

**Part 1: Liable Person and Property Address**

How many Council Taxpayers are named on your bill? Please **tick** (✓) one box: **ONE** ☐ **TWO** ☐

First taxpayer .....

Second taxpayer .....

Property address .....

Postcode..... Council Tax Account number .....

**Part 2: Destination Bank Account**

Bank Sorting Code ..... Bank Account Number.....

Bank Account Name .....

**Part 3: Declaration**

I declare that the information on this application is true and correct. I authorise the council to make any necessary enquiries to check the information given on this application, including cross checking details with other council services and external organisations. I undertake to inform you of any change in circumstances as soon as it occurs. I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I may be prosecuted.

First person's  
Signature .....

Date .....

Print name .....

e-Mail/mobile .....

Second person's  
Signature .....

Date .....

Print Name .....

e-Mail/ mobile .....

Moray Council is the data controller for this process. The information provided by you for the purposes of determining Council Tax liability will be stored by us in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. The information that we hold must be accurate, up to date, and kept only for as long as necessary. It is shared only where we are legally obliged to do so. You may refer to our published Council Tax Privacy Notice for more information. It can be found at <http://www.moray.gov.uk/downloads/file123143.pdf>

### Return Instructions

Once you have completed this form you may return it to the Taxation Services Team in one of the following ways. You may submit it:

- by **mail**, sending it to address at the foot of this form; or
- by our **website enquiry form**, at **[moray.gov.uk/ctxenquiry](http://moray.gov.uk/ctxenquiry)**, selecting from the pull-down menu "I want to submit a completed form"

Mail Address **Moray Council, Taxation Services, High Street, Elgin, IV30 1BX.**

If you require any further information about this form or about completing it, contact us  
Telephone **01343 563456** Contact **[moray.gov.uk/ctxenquiry](http://moray.gov.uk/ctxenquiry)** \_Website **[www.moray.gov.uk](http://www.moray.gov.uk)**