



**Moray Council
TAXATION SERVICES
Non Domestic Rates
Credit Form**

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

Office use only

Account number.....
Date of issue.....
Please return by.....

How to Complete This Form

Please complete the information on this form in BLOCK CAPITALS, so that we may refund the credit balance on this Non Domestic Rates account.

Parts 1 to 3 should be filled in by the **Rate payer**.

For further information or help in completing this form please telephone **(01343) 563456**.

All information given will be treated in the strictest confidence.

Part 1: Premises Address

Premises address
.....Postcode.....

Part 2: Refund Details

Liable party:.....
Correspondence address:.....
.....Postcode.....
Please confirm the bank details below, for this refund to be sent to:
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.

Signature Date
Print name Telephone
Email Mobile
Position in company:.....

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>

Please return this form to: **Moray Council, Taxation Services, High Street, Elgin, IV30 1BX.**
If you require any further information regarding this form, please contact us by:
Telephone **01343 563456** Contact **moray.gov.uk/NDRenquiry** Website **www.moray.gov.uk**