



RENT REFUND REQUEST

Name(s): _____

Tenancy address: _____

Postcode: _____

Rent Account Ref: _____

I authorise Dacorum Borough Council to:

- | | | |
|----------|---|--|
| Refund | £ | to the bank account detailed on page 2 |
| Transfer | £ | From Rent account to Council Tax account |
| Transfer | £ | From Rent account to Court Costs account |
| Transfer | £ | From Rent account to Housing Benefit account |
| Transfer | £ | From Rent account to Recharge account |

FOR OFFICE USE ONLY
Actual amount to be refunded/transferred
£
£
£
£
£

Your account balances will be checked before we make any refund so the amount refunded may differ from that requested.

Please note: We will check with Housing Benefit staff to find out whether there are any issues that would affect the balance on your rent account.

If you have any other outstanding debt for a Dacorum Borough Council service then all or part of your credit may be used to clear the amount that you owe.

Please allow 28 days for us to process your refund request.

Please complete details overleaf

All refunds are transferred electronically into your nominated bank account (using the BACS system). We do not make refunds in cash or by cheque.

Please supply the following information:

Bank Name: _____

Branch Name: _____

Account Number: _____

Sort Code: _____

Bank Account Name: _____

Your details:

Signatures: _____

*Both/all tenants **must** sign if there is more than one name on the tenancy*

Date: _____

Telephone Number: _____

Email address: _____

Failure to supply contact details may delay your refund/transfer

All details given on this form will be held securely and will not be shared.

Send your completed form to: Debit Control Officer, Housing Income Team, The Forum, Hemel Hempstead HP1 1DN