

Wandsworth Council

Finance Department
The Town Hall Wandsworth High Street
London SW18 2PU

Please ask for/reply to: RCS Admin.
Section
Telephone: 020 8871 8987
Fax: 020 8871 8566
E-mail: rents@wandsworth.gov.uk
Web: www.wandsworth.gov.uk

Our Ref: Rent Account Number:
Date:

REFUND OF OVERPAID RENT/CHARGES

I wish to claim overpaid rent/charges in respect of account number:

**** YOU MUST SUPPLY THE FOLLOWING INFORMATION **** PLEASE COMPLETE IN BLOCK CAPITALS
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The Council's preferred method of payment is by direct bank transfer into your account. Please supply your bank sort code and account number.

Name of Bank:

Account Holder(s) Name:

Sort Code:

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Account Number:

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Daytime Telephone Number:

If you do not have a bank account but would like some information on opening an account, you should contact our Banking Advisor on (020) 8871 8762.

Please note that if your account with the Council is in more than one name then all signatures are required before any payment can be made.

Please print name and sign this form:

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Rent Collection Service

Refund Options:

- If you would like to use the credit on your account to pay future rent/charges please contact the Rent Collection Service on (020) 8871 8987 so we can tell you when your next payment will be due.
- If you would like a refund of the overpaid rent/charges please complete the attached form.
- The Council's preferred method of payment is by direct bank transfer into your account.
- If there is no alternative but to refund the money owed by cheque please contact the Rent Collection Service on (020) 8871 8987 prior to returning the refund form.
- If you do not have a bank account but would like some assistance opening an account you may contact the Council's Advisor, on (020) 8871 8762 to arrange a Banking Advice interview.

PLEASE NOTE

To make ensure the correct amount is refunded to you, there are a number of audit checks that we have to carry out. Therefore, please allow 14 days for your refund to be processed.

Please provide a daytime telephone number so that we can contact you in case of any queries. This will ensure that your refund is not delayed.