**Refund form for credit on rent account**

**Your name:** Click or tap here to enter text.

**Your rent account number:** Click or tap here to enter text.

**Your address:** Click or tap here to enter text.

We can refund straight into your bank account, please supply the following details with a copy of a bank statement. Refunds made in this manner are usually quicker and safer. You will be advised when the money has been transferred to your bank account.

**We will not process refunds for less than £20.00 unless you are no longer a tenant of Luton Council.**

**Amount to be refunded:** **£**Click or tap here to enter text.

**Bank account sort code:** Click or tap here to enter text.

**Bank account no:** Click or tap here to enter text.

**Your name as it appears on bank account:** Click or tap here to enter text.

**Name of bank and branch:** Click or tap here to enter text.

Please ensure the sort code and account number are correct as once transferred the money cannot be retrieved and **no further payment will be due to you.**

If you hold a joint tenancy, please ensure that each of you signs below or we will be unable to action a refund.

**Signed:** **Signed:**

**Print name:** Click or tap here to enter text. **Print name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date. **Date:** Click or tap to enter a date.

**Phone number:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**Please print, sign and return the form with a copy of your bank statement to verify the account details by email to** rentaccountsteam@luton.gov.uk.

Alternatively, you can post it to Housing Department, Rent Accounts Team, Town Hall Extension, Upper George Street, Luton LU1 2BQ.