

# COUNCIL TAX OUTGOING TAXPAYERS FORM

*Please read the Data protection Statement before completing this form*

This form requests the information which we require to produce a final account. Please complete the details below and return it to address above. A final bill will be calculated and you will be sent either a final balance or a refund of any credits. If you move to a property within the area, any credits will be transferred to your new account.

Name _____	Previous Address _____
Council Tax Ref No. _____	New Address _____
Date of Vacation _____	_____

Please complete **PART A** if you are or were the owner of the property, **Part B** if you were the tenant. **Part C** should be completed by everyone.

<b>A</b> Was the property sold    YES <input type="checkbox"/> NO <input type="checkbox"/>	Completion Date _____
If "Yes" please give the name and address of purchaser _____ _____	Name and address of solicitor _____ _____
If "NO" please give details of what is happening to the property _____ _____	
Will the property remain furnished?    YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>B</b> Date Tenancy ended _____	Name and address of landlord or agent _____ _____
Is the property let furnished?    YES <input type="checkbox"/> NO <input type="checkbox"/>	_____

**C** We may need to contact you about the information on this form; it would be \_\_\_\_\_  
useful if you could provide your telephone number

**DECLARATION**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_  
(print name)

**DATA PROTECTION STATEMENT**

Your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998.

This Authority is under a duty to protect the public funds that it administers and, to this end, may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering or in receipt of public funds, solely for these purposes.

Local Taxation Section, Pennyfarthing House, 18 Pennyfarthing Street, Salisbury, Wiltshire, SP1 1HJ, Tel No. 01722 434222