

Information Note for Motor Tax Refund Applicants

Effective June, 2017

Dear Applicant,

How motor tax refunds are paid

Refunds of motor tax are made via electronic funds transfer directly to applicants' bank accounts. Refunds are processed in the motor tax department and are paid by Clare County Council's finance department.

The supplier set up form (attached), needs to be submitted, along with the prescribed refund of motor tax application form (overleaf) in order for a payment to issue in respect of successful refund applications.

Checklist

To apply for a motor tax refund, please submit:

1. The completed supplier set up form (attached);
2. The completed motor tax refund application form (RF120) – overleaf;
3. The tax disc;
4. The vehicle registration certificate; (except where retained by vehicle destruction company – ATF);
5. Any documents to support the application form, for example
 - a. Certificate of destruction, for scrapped vehicles;
 - b. Export documents for exported vehicles;
 - c. Medical confirmation for illness related applications;
 - d. Confirmation of Defence Forces deployment overseas;
 - e. Confirmation from university abroad of foreign study dates.

The details of the supplier set up will be provided to the finance department to be used exclusively for enabling a payment to be made to refund applicants who meet the application criteria.

Fiona Mooney, Authorised Officer,
Clare Motor Tax

SUPPLIER SET UP FORM

This form is to be used when requesting a refund of motor tax. Applicants for motor tax refunds should complete and sign the form.

On completion, please forward to: Motor Tax Department, New Road, Ennis, Co. Clare, with a completed refund application form (RF120) and any supporting documentation.

Requested By:

SUPPLIER DETAILS –	BLOCKED CAPITALS
Supplier ID (Office use only)	Office use only
Applicant Name	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Contact phone No.	
Email address (for remittance purposes)	
BANK ACCOUNT DETAILS	
Name of Bank / Branch	
Bank Address Line 1	
Bank Address Line 2	
Bank Address Line 3	
Bank Address Line 4	
Bank Account Name: (Blocked Capitals)	

Bank Sort Code:

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Bank Account Number:

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IBAN Number*:

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BIC Number*:

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** SEPA (Standardise European Electronic Payments across Europe – effective 1st February 2014)*

Applicant's signature:

Date:

Office Use Only

	Name	Date
Entered By		
Checked By		
Deleted By		

Data Protection: Please note this information will only be used for the purpose of making a payment to you from Clare County Council.