

Refund claim form

Please provide contact details so that we can inform you if there are any issues with your application form.

Your full name:	
Address:	
Email address:	
Phone number:	
Refund amount requested:	
Sort code:	
Account number:	
Name on account:	
Signature:	

Please note:

- Allow up to 21 working days for the payment to be received into your account
- Please ensure that the form is fully completed and that your supporting documents are attached to avoid delays with payment
- To comply with our Fraud Policy, you are required to complete this application for a refund on your account
- Please email this form with the supporting documents attached to repairs@wcht.org.uk with the subject line: **Refund claim form – FOA Repairs Manager**

For Watford Community Housing staff only:

Invoice and evidence of works complete checked:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approval of payment:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date refund passed for payment:	