

Please read Notice 454 and the notes overleaf before completing this form. Notice 454 and further advice are available from the Helpline on **0845 010 9000** (textphone 0845 000 0200). Make sure that the completed form and licence are received by the Cumbernauld Accounting Team (address overleaf) before the date that you want the surrender to become effective. The application cannot be backdated.

Details

Licence number *see aside for special licences*

VAT/TURN number of applicant *if applicable*

Licence duration *months*

Number of special licences surrendered

Expiry date *DD MM YYYY*

If more than one special licence is surrendered, list the licence numbers and expiry dates on a separate piece of paper and attach it to your application.

Address of premises *only applicable to premises licence*

Name and address to which refund is to be sent

Declaration

I apply for a refund of duty. I enclose the original licence(s) on which I claim the refund.

Full name *capital letters*

Date *DD MM YYYY*

Signature

Phone number *including STD code*

This application must be signed by you. A photocopy of your signature will not be accepted.

For official use

Licence enclosed Initials

Licence requested Initials

Date licence received/effective surrender date

Authority given to refund the amount of

Signature

Grade

Post Opening Serial Number (POSN)

Issued by

Notes

Important

You must:

- enclose the licence being surrendered with this application. The amount of refund depends on the number of whole months remaining from the date the licence is received at Cumbernauld Accounting Team (CAT).
- sign the declaration - a photocopied signature will not be accepted.

General

A refund will only be allowed if the licence has at least one month to run from the date of receipt at CAT.

Make sure that the completed form and licence reach CAT before the date that you want the surrender to become effective. The application cannot be backdated.

If you surrender a licence that was taken out under the instalment payment (Direct Debit) arrangements, the instalments paid will normally be less than the surrender value. We will collect any underpayment by Direct Debit from your bank or building society.

When completed return this form and the accompanying original licence to:

HMRC Banking
St Mungo's Road
Cumbernauld
Glasgow
G70 5WY

Warning: It is an offence to provide unlicensed machines for play.