

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

Tax Disc must be surrendered immediately as refunds are generally calculated from the first of the month following the surrender of the disc. A minimum of 3 unexpired whole calendar months must be left on the disc when surrendered.

A. OWNER / VEHICLE DETAILS

1. REGISTRATION NUMBER [grid] Make / Model Colour(s) Chassis Number OWNER Mr., Ms., etc. First Name(s) Surname OR Company Name Address Town / City County Phone No.

B. REASONS FOR REFUND

1. Vehicle Stolen The vehicle was stolen on [grid] and has not since been recovered [checkbox] 2. Vehicle Scrapped / Destroyed The vehicle was scrapped completely and destroyed on [grid] and is incapable of being used on the roads [checkbox] 3. Vehicle Exported The vehicle was sent permanently out of the state on [grid] [checkbox] 4. Vehicle Not Used The vehicle has not been used in a public place at any time since the issue of the tax disc. [checkbox] 5. Vehicle not used because of Owner's Illness / injury I, the owner of the vehicle have ceased to use it from [grid] because of illness, injury or other physical disability and I will be unable to use until at least [grid] 6. Vehicle unused because the Owner absent from the State I, the owner of the vehicle have ceased to use it from [grid] Because of absence from the State for business / educational purposes or overseas service with the Defence Forces. I will be absent from the state until [grid] 7. Vehicle Duty Error The duty was paid / overpaid by mistake in the following circumstances [checkbox] Documents to Accompany Application: In all cases Tax Disc and Vehicle Licensing Certificate or Registration (Log) Book *Medical certificate, letter from educational body or business etc., confirming the relevant period.

C. DECLARATION

I declare that the particulars given at 'A' above are correct and I apply for a refund of motor tax for the reason (tick) given at B. I attach the required evidence (Medical Certificate, etc as appropriate) in support of my claim and I further declare that the vehicle in respect of which the refund is being sought will not be used by me or with my consent in any public place during the remainder of the licensing period unless it is properly licenced.

D. FOR OFFICIAL USE ONLY

Signature of Owner: Signature of Garda / Witness: Date: Serial Number of Application Date of Surrender of Licence Date of Expiry of Licence Number of months remaining Annual Rate of Tax Repayment / Refund Amount Date Allowed / Disallowed Date Repaid / Refunded

Garda Station Stamp

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.

PRIVACY STATEMENT

The Department of Transport, Tourism and Sport (DTTAS) requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments or agencies under the remit of DTTAS in accordance with law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at www.dttas.gov.ie/dataprotection. Details of this policy are also available in hard copy upon request by emailing dataprotection@dttas.gov.ie or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60.