

FAQ Commercial Rates Payment Refund Application Form

ID	Your Business	Response
1	Customer Account Number*	Numeric 14 digits, can start with 0
2	Rate (Property Reference) Number <i>(see FAQ 6)*</i>	10 Digit Numeric
3	Company/Business Trading Name*	Free text
4	Company Registered Name*	Free text
5	Revenue Registration Number*	Alpha numeric, max length 9 (7 numbers & 1 or 2 letters)
6	Business Premises Address Line 1*	Free text
7	Business Premises Address Line 2*	Free text
8	Business Premises Address Line 3*	Free text
9	Proprietor/Applicant Name*	Free text
10	Position in Company*	Free text
11	Phone Number*	numeric
12	Email Address*	Free text
13	Confirm Email Address*	Free text
14	Bank Account Name*	Free Text
15	BIC*	Free text
16	IBAN*	Free text 24 characters
17	Bank Statement Header <i>(see FAQ 9)*</i>	Document Upload

DECLARATION

SIGNATURE *(see FAQ 10)*

Rates Payment Refunds Frequently Asked Questions

1. How soon will I get my refund?

On average, we hope to issue approval within a number of weeks. This depends, of course, on the initial volume of applications.

2. How much will I get?

The refund will be the amount of credit on your rates account in respect of calendar year 2021 only.

3. How do I apply?

The application can be made online via your local authority website at www.dublincity.ie.

4. How will the refund be paid?

The refund will be paid by electronic transfer to the business account detailed on the application form.

5. What is my Customer Account Number?

Your Customer Number is located on your commercial rates demand.

6. What is my Rate Number?

Your Rate Number (Property Reference) is located on your commercial rates demand.

7. What is my Revenue Number?

Your revenue number is your Tax Registration Number (TRN) which is a business' number for all dealings with Revenue.

8. What is the business address?

The business is the liability address of the registered premises.

9. What is a Bank Statement Header?

The bank statement header is the top of a recent bank statement indicating your business name and address and business bank account number, which should be scanned and uploaded as an attachment to the application form to verify your business name and address, and your bank account details. This can be uploaded in .pdf, .png or .jpg formats. Letters issued on bank headed paper or company headed paper will not be accepted.

10. How do I sign the form?

Applicants should type in their name and by pressing "Submit" they are confirming that all details are correct/true.

11. Where can I get more information?

Further information can be obtained from your Local Authority Rates Office at rateswaiver@dublincity.ie.