

# Reporting Changes in Circumstances for Council Tax and/or Business Rates

Use this form to tell us about any changes in circumstances. You will need to print the form and then send it to the address at the bottom of the page.

Your name(s): \_\_\_\_\_

Your account number(s): \_\_\_\_\_

Your address: \_\_\_\_\_

Post code: \_\_\_\_\_

Please note the following change in circumstance:

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If you are moving address please do not forget to provide full details, such as forwarding address, previous landlord's name and address, tenancy end dates, sale completion dates and details of the new owners.

Date of Change (dd/mm/yy): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

When you have completed this form please return it to:

**Local Taxation Unit  
Reigate & Banstead Borough Council  
Town Hall  
Castlefield Road  
Reigate, Surrey, RH2 0SH**

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