



**REQUEST FOR VAT CREDIT NOTE IN RESPECT OF VAT CHARGED ON LANDMARK CENTRAL  
LODGEMENT FEES FOR ENGLAND, WALES & NORTHERN IRELAND**

ELMHURST ACC. No:

BUSINESS NAME:

BUSINESS ADDRESS:

POST CODE:

TELEPHONE No:

CONTACT NAME:

EMAIL ADDRESS:

Please note that it is company policy that refunds of customer accounts are only processed when the total account balance is in credit and we have received a refund request in writing to [accounts@elmhurstenergy.co.uk](mailto:accounts@elmhurstenergy.co.uk)

**I CONFIRM THAT I AM LEGALLY ENTITLED TO SUBMIT THIS CLAIM ON BEHALF OF THE ABOVE BUSINESS.**

AUTHORISED SIGNATURE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

THIS COMMUNICATION AND THE SUGGESTION THAT VAT CAN BE REFUNDED IS MADE IN GOOD FAITH AND CORRECT AT THE TIME OF ISSUE. IT IS HOWEVER A COMPLEX AREA AND IF THE ADVICE TO ELMHURST ENERGY FROM HMRC CHANGES WE RESERVE THE RIGHT TO WITHDRAW THIS OFFER AND ADVICE CONTAINED IN THIS COMMUNICATION.

**PLEASE RETURN COMPLETED FORMS TO:**

EMAIL: [accounts@elmhurstenergy.co.uk](mailto:accounts@elmhurstenergy.co.uk)

FAX: 0871 7143964

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FOR ELMHURST OFFICE USE ONLY

DATE CLAIM RECEIVED:

DATE PROCESSED:

COMPLETED BY: