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To whom it may concern,

I am making a claim for overpayment relief under paragraph 34 Schedule 10 of the Finance Act 2003

and Schedule 11A of the Finance Act 2003.

**General claim information**

UTR number: [*You can find the Unique Tax Reference number is at the top of the SDLT 5 certificate*]

Property address: [*This is the address of the property which you are claiming the stamp duty refund for*]

Name of the property purchaser: [*This could be a person’s name or a company name*]

Name of stamp duty claimant: [*This is the name of the person making the stamp duty refund claim*]

Claimants position in company: [*e.g Director*]

Claimant correspondence address: [*This is where the claimant would like letters about the claim posting to*]

Refund amount claimed: [*Insert the total amount of stamp duty paid*]

**Bank Details**

Bank Name:

Account name: *The account needs to be in the name of the property purchaser*

Account Number:

Sort Code:

**Reason for claim:**

***Examples include:***

* *Nonfunctioning kitchen*
* *Nonfunctioning bathroom*
* *Nonfunctioning boiler – needed a new boiler to pass a gas safety certificate*
* *Needed a full rewire to pass a Electrical Instillation Condition Report*

**SDLT case checklist**

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