[Requestor’s address

Name

Address line 1

Address line 2

Address line 3

Address Line 4]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Private and confidential**  DWT Unit  Collector General’s Division  Government Offices  Nenagh  Co. Tipperary  E45 T611  Ireland | |  |  | | --- | --- | | Your ref |  | | Contact |  | |
| [Date] |  |
| Dear Sir or Madam | |
| [Claimant’s name] Claim for refund of dividend withholding tax (“DWT”) | |

I am contacting you in relation to DWT that was deducted in respect of a dividend(s) I received from Grafton Group plc on [date(s)].

I am submitting a claim for a refund of the DWT deducted on the basis that I am a “qualifying non-resident person” who is beneficially entitled to receive relevant distributions from an Irish resident company without the deduction of DWT under Section 172D, Taxes Consolidation Act 1997.

In this regard, I have attached the following documentation in order to support the DWT reclaim:

* Completed DWT refund claim form;
* A copy of my completed and certified Form V2A; and
* The dividend voucher(s)/subsidiary tax certificate(s) received on payment of the dividend.

I would appreciate if you could review the attached documentation and process the DWT reclaim(s) accordingly to the bank account included in the form.

I trust that the information provided in this letter is sufficient, but please do not hesitate to contact me at the address listed in this letter, by email at [email address] or on [phone number] should you have any queries.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of requestor]