



## Grant Services (GS) Query Form

### Important notes

Please use this form to tell us about your query. Complete the form in full including the 'Your information' section. We may need to contact you if we require additional information. We will notify you of the outcome once we have completed the work.

### To fill it in electronically:

- 1 Download the form and save it to your computer
- 2 Fill in the form and save it again
- 3 Email the form to '[ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk)' Use 'Grant Services Query Form' as the subject of your email.

### Your information

I am a (select one)    Customer    Agent

Please provide the scheme name which your query relates to

Have you submitted a query form previously for the same scheme enquiry?    Yes    No

Business name

Contact name

Contact number

SBI number

Project reference number

### Details about your query

Tick all that apply

Claim

Novation

Recovery of Grant Funding

Application

Post Payment Monitoring

Site Visit

Variation

Other

**Other**

If 'Other' please specify.

**Description of customer issue**

Please provide a detailed description of the exact nature of your queries and concerns. If you think your Grant Services payment is incorrect, explain why you think it is incorrect and provide any supporting evidence if applicable.

Continue on next page if more space is needed.

**Description of customer issue continued**

Please provide a detailed description of the exact nature of your queries and concerns. If you think your Grant Services payment is incorrect, explain why you think it is incorrect and provide any supporting evidence if applicable.

Please note: only send one form per email, from an email address registered on Rural Payments service.