

## RATES REFUND REQUEST FORM

**Purpose of Form:** This form will be used to record and process your refund request.

I/we, \_\_\_\_\_ the owner/s of property situated at:

Property Address \_\_\_\_\_

Payment Reference No \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone Contact No \_\_\_\_\_

Email Address for remittance \_\_\_\_\_

I/we hereby request refund of the sum of \$ \_\_\_\_\_

Reason: \_\_\_\_\_

**Please refund via:**

Cheque (to the above postal address)

EFT (please complete details below)

Account Holder/s Name/s: \_\_\_\_\_

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

Owner/s signature.....Dated / /

**Please circle how your payment was made:**

At Council, Bank, Post Office counters, via Bpay or Apost (internet) from my credit or savings/cheque account, Cheque by Mail

**Office use only**

Refund to be issued during the next applicable payment run.

GL Account No.	Particulars	Amount
1.001.6226.6245	Refund Property No.	\$.....

We hereby certify that the above information has been processed to the above property.

Officer requesting payment - \_\_\_\_\_ dated \_\_\_\_\_

Authorised Signing Officer - \_\_\_\_\_ dated \_\_\_\_\_

Accounts Payable Officer

I hereby certify that the details on this voucher have been checked and are correct.

\_\_\_\_\_ dated \_\_\_\_\_

**Privacy Notice:** In using this form you are providing personal information such as name and contact details. This information will be used only for the purpose stated above and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.