

## Rates Refund Request Form

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

**Refund Requests over \$500 MUST have an accompanying Bank Statement confirming Account Name, BSB and Account Number for EFT payment (all other details can be redacted). Bank Statement must be dated within the last 6 months.**

Requestor Details			
Owner/Requestor Name/s:			
Preferred Contact Number:			
Property Details for Refund Request			
Payment Reference Number:			
Property Address:			
Refund Information			
Refund Amount:			
Reason for Refund:			
Refund Method EFT Payment			
Refund to be provided via EFT Bank Transfer?			<input type="checkbox"/> Yes
Is the Refund amount over \$500?			<input type="checkbox"/> Yes <input type="checkbox"/> No (skip next question)
If Refund is over \$500, is bank statement header attached? A bank statement header is required by Council to process your refund request.			<input type="checkbox"/> Yes
Banking Institution Name:			
Account Name/s:			
BSB:		Account Number	
Email for Remittance Advice:			
Refund Method Cheque			
Refund to be provided by Cheque?			<input type="checkbox"/> Yes
Postal Details for Cheque			
Signature			
Owners/Requestors Signature:			
Date:			

Office Use Only					
CSO Name:		Date:		Is bank statement header attached for refunds over \$500?	<input type="checkbox"/> Yes
Rates Department:	Property Number			Refund Amount	
GL Account Number:	Requesting Officer			Date	
10-0-9000-9000-21025	Authorising Officer			Date	