

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 (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	
Bank Statement Header MUST be Attached if Refund Request is over \$500 and payment is via EFT Transfer <input style="float: right;" type="checkbox"/>	
EFT Transfer <input type="checkbox"/>	Banking Institution Name:
	Name/s on Account:
	BSB:
	Account Number:
Email for Remittance Advice:	
Cheque <input type="checkbox"/>	Postal Details for Cheque
Signature	
Owners/Requestors Signature:	
Date:	

Office Use	
GL Account Number:	Property Number:
10-0-9000-9000-21025	Refund Amount:
Requesting Officers Signature:	Date:
Authorised Officers Signature:	Date: