

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: _____

Bank Name: _____

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
10-0-9000-9000-21025	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 _____