

Rates Refund/ Transfer Request

**Complete one form for each property showing a credit balance
Applicants must be registered as the property owner**

Applicant Details

Title (Mr) (Mrs) (Ms) (Miss) Surname/s: _____ Given Name/s _____

Title (Mr) (Mrs) (Ms) (Miss) Surname/s: _____ Given Name/s _____

Company Name : _____

Postal Address : _____ Postcode : _____

Phone (H) : _____ Phone (W) : _____ Phone (M) : _____

Complete this section if you are transferring funds between Assessments

Transfer from

Rate/Water Assessment No. : _____

Property Address : _____

Lot Number : _____ Registered Plan : _____

I/We request a transfer of the credit amount of \$ _____ held against my/our property/s to the following:

Transfer to

Rate/Water Assessment No.	Property Address	Amount \$

Complete this section if you are requesting a refund of monies

Refund from

Rate/Water Assessment No. : _____

Property Address : _____

Lot Number : _____ Registered Plan : _____

I/We request a refund of the credit amount of \$ _____ held against my/our property.

Bank Account Details for EFT Refund : Account Name : _____

BSB : _____ Account Number : _____

Complete this section for both refunds and transfers

Payment Details (Proof of payment must be given in order for a refund/transfer to be processed)
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Details of how original payment was made: _____ Payment Date : _____
 (eg. BPAY, Austpost, Phone etc.)

Proof of Payment : (eg. BPAY/Phone/Receipt No. etc.) _____

And/or Copy of Bank Statement Attached : YES/NO _____

And/or Copy of Receipt Attached : YES/NO _____

Signature of all registered property owner/s is required

Applicant/s Signature :		Date :
Applicant/s Signature :		Date :

Checklist for completion:

- Have you provided proof of payment with your request?
- Have all property owners signed the form?

Privacy Statement

Whitsunday Regional Council is collecting your name, address, contact phone number, details of the matter that could be deemed as your personal information and signature for declaration. This information will be used for the purpose of assessing your application and ensuring that we are able to remain in contact with you regarding the status of your application. This information will only be accessed by employees, contractors and/or Councillors of the Whitsunday Regional Council. Subject to the above disclosure, your personal information will not be given to any other agency unless you have given us permission or we are authorised or required by law to do so.