



Refund/Transfer Request Rates

Refund/Transfer Request

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

Section 1 – Applicant Details

Title (Mr) (Mrs) (Ms) (Miss) Surname	Given Name/s	
Title (Mr) (Mrs) (Ms) (Miss) Surname	Given Name/s	
Company Name		
Postal Address	Code	
Phone (H)	Phone (W)	Phone (M)

Complete this section if you are transferring funds between Assessments

Section 2 – Transfer from

Rate/Water Assessment #	
Property Address	
Lot #	Registered Plan

Section 3 – Transfer to

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

Rate/Water Assessment #	Property Address	Amount \$

Section 4 – Refund from

Complete this section if you are requesting a refund of monies

Rate/Water Assessment #			
Property Address			
Lot #	Registered Plan		
I/We request a transfer of the credit amount of \$ _____	held against my/our property/s		
Account details for EFT refund	Account Name	BSB	Account #

Complete this section for both refunds and transfers

Section 5 – Payment Details (proof of payment must be given in order that a refund/transfer is processed)

Details of how original payment was made (e.g. BPAY, Austpost, Phone etc.)				Payment Date	
Proof of Payment (e.g. BPAY/Phone/Receipt # 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?	Y	N	Have all property owners signed the form?	Y	N