

RATES REALLOCATION OF PAYMENT/S REQUEST

Owner/Ratepayer's Details

Surname or Company Name

Other Names

Residential Address

Postal Address As above

Mobile No

Home/Work No

Email Address

Requesting Applicant (please indicate by ticking the appropriate box below)

Tick ✓	Applicant Type	Applicant's Name	Applicant's Contact Details
	Ratepayer/Owner		
	Ratepayer/Tenement Holder		
	Third Party		
	Managing Agent		

PROPERTY DETAILS

Transfer funds FROM

Assessment No **A**

Rates Account Credit Balance **\$**

Property Address

How did you or how do you make your rates payment/s? (please indicate by ticking the appropriate box below)

Direct Debit	<i>No proof of payment required</i>
Other <small>(BPAY, Australia Post, Credit Card, Centrepay, Cheque or EFT)</small>	<i>We will require proof of payment to facilitate a reallocation of funds from one property to another. A copy of your bank statement showing the payment or a confirmation receipt is required.</i>

Transfer funds TO

Your reason for requesting a transfer of funds?	
What amount are you requesting to be transferred	\$
What is the property/ies assessments you want the funds transferred to?	A
	A
	A

Applicant's Declaration (please indicate applicant type by ticking the appropriate box below)

Owner	I declare that I am the owner and ratepayer of the above mentioned property and I have read, understood and agree to be bound by the Terms and Conditions of the Direct Debit Service Agreement and Rates Reallocation of Payment/s Request
Agent/ Third Party	I declare that I am an authorised person and have FULL authority to act on behalf of the owner of the property. I have read, understood and agree to be bound by the Terms and Conditions of the Rates Reallocation of Payment/s Request.
Applicant's Signature	Date

REALLOCATION OF PAYMENT/S REQUEST

Funds Transfer Information

All requests relating to a reallocation of payments must be submitted by completing a Reallocation of Payments Request form, either by an owner and/or ratepayer, a ratepayer's agent or a third party who has FULL authority to act on behalf of a ratepayer and send or email to:

City of Kalgoorlie-Boulder
 PO Box 2042
 BOULDER WA 6432
 Phone (08) 9021 9600
 Fax (08) 9021 6113
 Email mailbag@ckb.wa.gov.au

General Terms and Conditions

- The City will accept a reallocation of payments request when the following conditions occur.
 - i. you wish to offset a credit balance from one property to pay off the rates accounts from other property/ies that you own; **OR**
 - ii. you have made an error when quoting the BPAY reference number or assessment number and the payment has gone to another property you own; **OR**
 - iii. you have made an error when quoting the BPAY reference number or assessment number and the payment has gone to a property that you don't own.
- Reallocation of Payments Requests will only be accepted by the completion of a Reallocation of Payment/s Request Form and from the following authorised parties:
 - i. a property's registered owner/ratepayer (holding certificate of title) **OR**
 - ii. a property's ratepayer (who holds a state lease with or a lease with the City of Kalgoorlie-Boulder) **OR**
 - iii. a third party who has FULL written authority to act on behalf of the owner and/or ratepayer **OR**
 - iv. a third party agent (i.e. Property Managing Agent, Settlement Agent or Tenement Managing Agent) who has FULL authority from the owner/ratepayer to act on their behalf;
- On request, you must provide verification of the related payment/s such as a copy or original receipt/s or bank statement/s showing the rates payment/s;
- Once you have submitted your request application, we will review and process it within 5-10 working days. This is dependent on the City's Creditors Department scheduled payment run.
- The City reserves the right to change the Terms and Conditions of the Rates Reallocation of Payment/s Request at any time.

Privacy

- All customer and financial institution information held by the City will be kept confidential except where disclosure is necessary to process payments, investigate and resolve disputes or is otherwise required by law.

OFFICE USE ONLY

Rates Information

PROPERTY DETAILS – TRANSFER FROM

Assessment No	A	Transfer Amount	\$
Property Address			

REASON/S FOR TRANSFER

	Credit balance - to offset property/ies with a debit balance
	Same Owner/Ratepayer - error with BPAY reference number/assessment number and paid to wrong property
	Different Owner/Ratepayer – error with BPAY reference number/assessment number & paid to a property that has a different owner.
	Payment paid to incorrect assessment by third party
	Other
Ownership Details Checked & Confirmed	Proof of payment documentation sighted

PROPERTY DETAILS – TRANSFER TO

Assessment No/s	A	\$	A	\$	A	\$
	A	\$	A	\$	A	\$

CASH RECEIPTING

Receipt No		Date
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Processing Officer's Details

Officer's Name	Officer's Position	Rates Officer
Officer's Signature	Date	