

RATES REFUND REQUEST

OWNER'S DETAILS

SURNAME/ COMPANY :	GIVEN NAME :
RESIDENTIAL ADDRESS :	POSTCODE :
POSTAL ADDRESS :	POSTCODE :
TELEPHONE NUMBER :	MOBILE :
EMAIL ADDRESS :	

PROPERTY DETAILS

PROPERTY ADDRESS :	ASSESSMENT NO : A
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REQUESTING AUTHORITY	Authorised Person		Name	Contact No	
		Owner/Ratepayer			
		Third Party			
			Third Party (with authorisation in place)		
			Managing Agent		
			Settlement Agent		

REFUND TYPE	Refund Type		Refund Amount	
	\$11.00 processing fee		Electronic Funds Transfer (EFT)	
			Cheque	
			Cheque Mailing Address :	

TRANSFER FUNDS	Assessment Number/s	A	A	A
	Transfer Amount	\$	\$	\$

BANK ACCOUNT DETAILS

Please complete the bank details below to facilitate the Electronic Funds Transfer (EFT) Rates Refund

Bank Name :	B S B Number :
Account Name :	Account No :
Bank Holder's Signature (must be the registered holder of the bank account)	
Date:	

DECLARATION

	I declare that I am the Owner/Ratepayer and authorised person of the above mentioned property;
	I declare that I am an Authorised Third Party with written authorisation on the above mentioned property;
	I declare that I have read, understood and agree to be bound by the Terms and Conditions of the Rates Refund Request.

AUTHORISED PERSON'S SIGNATURE

Date :

TERMS & CONDITIONS

RATES REFUND TERMS AND CONDITIONS

1. Rates Refund Requests will only be accepted in writing and from:
 - a. the Owner/Ratepayer OR
 - b. A third party with authorised authority to act on the owners behalf OR
 - c. A third party agent (i.e. Managing Agent or Settlement Agent) with FULL authority from the owner;
2. On request the owner/ratepayer, or third party agent must provide verification of the payment such as a copy or original receipt or bank statement showing the rates payment;
3. A Rates Refund Processing Administration fee of \$11.00 will apply to ALL refunds. The fee will be deducted from the available funds prior to any funds transfer;
4. No fee is applicable to transfer funds between properties;
5. Refunds may take up to 15-20 working days before funds appear in the requesting party's bank account. This is dependent on the City's Creditors Department scheduled payment run.

OFFICE USE ONLY

RATES TRANSFER	Assessment No	A	Transfer Amount :	\$
	Property Address :			
	Assessment No	A	Transfer Amount :	\$
	Property Address :			

RATES REFUND	Assessment No :	A	Rates Description :	Rates Refund
	Refund Amount :	\$	Rates Batch No :	
	Property Address :			

CREDITORS INFORMATION COA 199360100	<input type="checkbox"/>	Electronic Funds Transfer (EFT)
	<input type="checkbox"/>	Cheque
	Cheque Mailing Address:	
	Creditors ID Code :	Creditors Batch No :

Requesting Officer	Name :	Position :
	Signature :	Date :

Authorising Officer	Name :	Position :
	Signature :	Date :