

# 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.

Address where refund cheque is to be posted : \_\_\_\_\_

**OR**

Bank Account Details for EFT Refund : Account Name : \_\_\_\_\_  
 BSB : \_\_\_\_\_ Account Number : \_\_\_\_\_

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**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)

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**

<b>Applicant/s Signature :</b>		<b>Date :</b>
<b>Applicant/s Signature :</b>		<b>Date :</b>

**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 Whitsunday Regional Council.

Subject to the above disclosures, 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.