

## Customer Refund Request Form

For all applications, you must:

- complete the form;
- complete any other forms relevant to your application;
- provide any mandatory supporting information identified on the forms as being required to accompany your application; and
- submit the applicable fee.

All persons on the account must sign the declaration below.

For corporations, an authorised person may sign on behalf of the entity.

### SECTION 1 - CUSTOMER DETAILS

Company/Individual Name:

Trading Name of Business:

ABN/ACN:

Email:

Postal Address:

Suburb:

State:

Postcode:

Contact Number Home:

Mobile:

### SECTION 2 - CUSTOMER BANK DETAILS

Bank Name:

Branch:

BSB:

Account Number:

Name/s on Account:

### SECTION 3 - REASON FOR REFUND

Please detail reason and provide any supporting documentation such as receipts, tax invoices, Council certificates etc. to assist in the processing of your request:

Original Payment Type:      Credit Card: ☐      EFTPOS: ☐      Cheque: ☐      Debtor Account: ☐

### SECTION 4 - COUNCIL DEBTOR ACCOUNT DETAILS

Name on Account:

Account Number:

Type of Account (e.g. Trade Waste, Health etc.):

### DECLARATION

I \_\_\_\_\_ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Applicant Signature:

Date:

#### Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.