

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.

1. CUSTOMER DETAILS

Company/Individual Name:

Trading Name of Business:

ABN/ACN:

Email:

Postal Address:

Suburb:

State:

Postcode:

Contact Number/s: Business:

Mobile:

Fax:

2. CUSTOMER BANK DETAILS

Bank Name:

Branch:

BSB:

Account Number:

Name/s on Account:

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:

4. COUNCIL DEBTOR ACCOUNT DETAILS

Name on Account:

Account Number:

Type of Account :

(e.g. Trade Waste, Health etc.)

5. DECLARATION

I confirm that the information provided on this form is true and correct. I understand that any errors/ omissions resulting from any inaccurate information provided on this form is not Council's responsibility

Applicant Signature/s:

Date:

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of transacting a refund to your bank account. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law