

# Rates & Water Usage Refund /Transfer Request

## PROPERTY DETAILS

Assessment No:	<input type="text"/>
Property Location:	<input type="text"/>
Property Owner's Name:	<input type="text"/>

## REFUNDS:

Rates <input type="checkbox"/>		Water <input type="checkbox"/>	
Refund Amount Requested:	\$	<input type="text"/>	
<input type="checkbox"/> EFT Refund (Savings & Cheque accounts only)			
Account Holder's Name: <input type="text"/>			
Bank & Branch: <input type="text"/>			
BSB: <input type="text"/>		Account number: <input type="text"/>	
<p><b>Note: Proof of Payment is an audit requirement and must be submitted with this form.</b>                  Refunds will not be processed unless customer provides copy of bank statement, B-pay transaction, Australia Post or Council Receipt.</p>			

## TRANSFERS

Transfer this Amount:	\$	<input type="text"/>	
From Assessment No:	<input type="text"/>	Rates <input type="checkbox"/>	Water <input type="checkbox"/>
To Assessment No:	<input type="text"/>	Rates <input type="checkbox"/>	Water <input type="checkbox"/>

## DECLARATION & PROPERTY OWNER'S SIGNAGE

I,  declare that I/we are the property owner of the above mentioned property and authorise this refund/transfer of funds. **(All owners must sign)**

Property Owner's Signature:  Date:

Property Owner 2 Signature:  Date:

Contact No:  Email Address:

If you need any help completing this form, please call Customer Service on (07) 4099 9444. You can fax, email or send your signed form to any of Council's above details.

### Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. 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 Council permission or the disclosure is required by law.