

Request Rates & Water

Transfer of Incorrect Payment ONLY

SECTION 1 - PROPERTY DETAILS

Assessment number: _____

Property Address: _____

SECTION 2 - PROPERTY OWNER DETAILS

Owner's Full Name/s : _____

Postal Address: _____

Telephone: _____

Mobile: _____

Email: _____

SECTION 3 – PAYMENT DETAILS (ONLY FOR INCORRECT PAYMENTS)

PLEASE NOTE THAT RECEIPT REVERSALS AND RE-RECEIPTING CAN ONLY BE DONE ON INCORRECTLY MADE FULL PAYMENT AMOUNTS. This option is not available for part payment transfers

Incorrect payment Details:

Original payment amount: \$ _____

Original payment date: _____

Council receipt number: (if known): _____

Payment made incorrectly to:	Assessment no: _____	Rates <input type="checkbox"/>	Water <input type="checkbox"/>
Re-receipt Payment to:	Assessment no: _____	Rates <input type="checkbox"/>	Water <input type="checkbox"/>

DECLARATION

I/We declare that the information provided by me in this application is true and correct and I/we 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.

Property Owner 1 Signature:		Date:	
Property Owner 2 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.