



REFUND OF MONIES

Section 1 – Applicant(s) Details

| | |
|--------------------|--|
| Name: | |
| Select Applicable: | <input type="checkbox"/> The Owner / Account Holder <input type="checkbox"/> A person authorised by the Owner / Account Holder |
| Property Address: | |
| Postal Address: | |
| Mobile/Phone: | |
| Email: | |

Section 2 – Reason for Refund

| | | |
|--|--|--|
| Please tick applicable box: | <input type="checkbox"/> Applicants request | <input type="checkbox"/> Council adjustment (no fee applies) |
| | <input type="checkbox"/> Obsolete rate file (no fee applies) | |
| | <input type="checkbox"/> Other: (please specify) | |
| An administration fee is payable prior to processing the refund. Monies to be receipted to M00253 | Administration fee paid at time of request: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | If yes, Receipt No. | |
| | If no, is Administration fee to be deducted from the rate file / debtor a/c: Yes <input type="checkbox"/> No <input type="checkbox"/> (If there is not sufficient funds on the rate file / debtor a/c, the fee will be deducted from the refund amount) | |

Section 3 - Refund Details

| | | | | | | | | | | |
|---------------------------|--|--|--|--|---|--|--|--|--|--|
| Property No / Account No: | | | | | | | | | | |
| Applicant(s) Name: | | | | | | | | | | |
| Refund Amount: | | | | | | | | | | |
| Financial Institution: | | | | | | | | | | |
| Branch: | | | | | | | | | | |
| Account Name (in full): | | | | | | | | | | |
| BSB: | | | | | - | | | | | |
| Account Number: | | | | | | | | | | |

I/we acknowledge the above details to be true and approve the refund:

| | | | |
|------------------------|--|-------|--|
| Applicant's Signature: | | Date: | |
|------------------------|--|-------|--|

FOR OFFICE USE ONLY

| | | | |
|----------------------------|--|-------------------|--|
| Journal No: | | Fee Applied: | |
| Payment Request Completed: | | Note on the File: | |
| Processed by: | | Date: | |
| Checked by: | | Date: | |

Privacy Statement: The Cassowary Coast Regional Council respects your privacy. Personal information on this form is collected in accordance with Local Government Regulation 2012 and is used only by Council staff for the purpose of this form. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to do so by law. You may apply to access this information on the appropriate form obtainable from Council Website at any time.