



## TRANSFER OF MONIES

### Section 1 – Applicant(s) Details

Name:	
Postal Address:	
Mobile/Phone:	
Email Address:	

### Section 2 – Reason for Transfer of Monies

Please tick applicable box:	<input type="checkbox"/> Valuation amalgamation	<input type="checkbox"/> Incorrectly receipted by cashier
	<input type="checkbox"/> Obsolete Assessment	<input type="checkbox"/> Applicants request
	<input type="checkbox"/> Applicant used incorrect reference number	<input type="checkbox"/> Other: (please specify).....
Please Note:	<b>If a Transfer of Monies is requested, an administration fee is applicable, as per Council's Fees and Charges for the current financial year. The administration fee will not apply if this is the first Transfer of Monies request.</b>	

### Section 3 - Transfer From

Property No / Account No:		Amount:	\$
Name:			

### Section 4 - Transfer To

Property No / Account No:		Amount:	\$
Name:			

### Section 5 - Administration Fee (if applicable)

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 transfer amount : Yes <input type="checkbox"/> No <input type="checkbox"/>	

**/I/we acknowledge the above and approve for the transfer of monies from one account to the other:**

Applicants Signature:		Date:	
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### FOR OFFICE USE ONLY

Journal No:		Discount Adjusted:	
Note on the File:		Interest Adjusted:	
Processed by:		Date:	
Checked by:		Date:	

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