

# Refund Request Form

Proof of Payment must accompany this form.

<b>Applicant Details</b>	Details of person requesting refund must match the original payee.		
<b>Name:</b>			
<b>Postal Address:</b>			
<b>Telephone number:</b>			
<b>Email Address:</b>			
<b>Property No. in Credit</b>			
<b>Amount of Refund:</b>	\$		
<b>Refund Details:</b> Please provide the reason why this refund is required.			
<b>Applicants Signature:</b>			
<b>Date:</b>			
<b>Proof of Payment Attached</b> <input type="checkbox"/>			
<b>EFT Payment Details</b>			
<b>Account Name:</b>			
<b>Name of Banking Institution:</b>			
<b>BSB:</b>			
<b>Account Number:</b>			
<b>Account Details Verified:</b> <input type="checkbox"/>	<b>Officer:</b>	<b>Date:</b> /    /	

**Information Privacy Act 2009.** Burdekin Shire Council is collecting the information you supply on this form to be used in the Finance Department for processing of refunds. The information will only be used by authorised Council Officers and will not be given to any other person or agency unless required by law to do so. This information is handled in accordance with the Information Privacy Act 2009.

<b>Office Use Only</b>							
Personal ID Checked: <input type="checkbox"/>		Document Type		Prop ID No		Land ID No	
Officer:		Date Received	/ /	Action	<b>Rates</b>	Function ID No	<b>670</b>