

<b>RATES PAYMENT REFUND OR TRANSFER REQUEST</b>	
<b>APPLICANT DETAILS</b>	Registered Property Owner/s:
	Postal Address:
	Suburb: <span style="float: right;">State: <span style="float: right;">Postcode:</span></span>
	Phone: <span style="float: right;">Email:</span>
<b>REQUEST TYPE</b>	<input type="checkbox"/> Transfer credit <input type="checkbox"/> Refund credit <input type="checkbox"/> Amount \$ _____ <i>(Ratepayers may be required to provide proof of payment or supporting documentation to enable Council to process your refund/transfer request.)</i>
<b>REASON FOR TRANSFER OR REFUND</b>	<input type="checkbox"/> Overpaid <input type="checkbox"/> Credit balance <input type="checkbox"/> Incorrect reference used <input type="checkbox"/> Payment made to animals/debtor a/c in error
<b>PAYMENT FROM</b> <i>(details of property in credit)</i>	Property Address: Suburb: <span style="float: right;">State: <span style="float: right;">Postcode:</span></span> Assessment number:
<b>PAYMENT TO</b> <i>(details of property credit is to be transferred to)</i>	Property Address: Suburb: <span style="float: right;">State: <span style="float: right;">Postcode:</span></span> Assessment number:
<b>PAYMENT DETAILS</b> <i>(for refund only)</i>	Account Name: BSB: <span style="float: right;">Account No:</span>
<b>DECLARATION</b> <i>(of property owner/s)</i>	I/we agree that all information provided is true and correct. Please allow 7-10 business days from date of receipt for your application to be processed. Signature/s:
<b>PRIVACY NOTICE</b>	Banana Shire Council is collecting your personal information to process your application. The information will not be disclosed to any other person or agency external to council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the information Privacy Act 2009.
<b>OFFICE USE ONLY</b>	Supporting evidence required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Process in PCS
	<input type="checkbox"/> PCS Note <input type="checkbox"/> Payment Request Completed <i>(if necessary)</i>
	<input type="checkbox"/> Ratepayer Notified      Rates Officer: <span style="float: right;">Date:</span>