

RATES AND WATER REFUND / TRANSFER REQUEST

Property Details

 Assessment no:

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Property owner name: _____

Property address: _____

Contact information

Name: _____

Postal Address: _____

Email: _____

Daytime no: _____ Mobile no: _____

Refund

Forms must be submitted by close of business Thursday to ensure processing for the following Wednesday.

 Rates

 Water

Amount: \$ _____

\$ _____

Account Name: _____

Bank & Branch: _____

 BSB:

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 Account no:

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Transfer

Amount: \$ _____

 From Assessment no:

--	--	--	--	--	--	--

 Rates

 Water

 To Assessment no:

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 Rates

 Water

Proof of Payment ***Request will not be processed without proof of payment

Proof of Payment is an audit requirement and must be submitted with this form unless a 'Council direct debit' is in place. Proof of payment can be one of the following: copy of bank statement, B-pay transaction, Australia Post or Council receipt. Refunds and Transfers will not be processed unless proof of payment is supplied.

 Proof of payment attached? **Yes** **No** _____

Declaration

I, _____ declare that I am the owner of the above mentioned property and authorise this refund / transfer of funds.

Property Owner Signature: x _____

Date: ____/____/____

If you need any help completing this form, please call Customer Service on 1300 692 247

 Email the completed form to rates@cairns.qld.gov.au

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose refunding and/or transferring a rates and water usage payment. You are providing personal information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.

OFFICE USE ONLY

 Search **WB** / **RT** **Proof** **Refund / Transfer** \$ _____