

## Overpayment Refund Application

### Rates and Water only

#### ABOUT THIS FORM

This form is for the purpose of refunding overpayment of rates and charges. **Only the Property Owner may apply for Overpayment refund.** The refund will be processed only if the account is in credit. Processing a refund request may take up to 21 calendar days from the date Council receives a completed application form.

#### HOW TO COMPLETE THIS FORM:

1. Ensure that all fields have been filled out correctly.
2. Please note that fields on this form that are marked with an \* are mandatory and must be completed before submitting the application.
3. **All ratepayers must sign the form acknowledging the refund.**

#### Payment made to the wrong property

If this payment was meant for another property also owned by the applicant, please DO NOT COMPLETE THIS FORM. Send a written request via email to [revenue@griffith.nsw.gov.au](mailto:revenue@griffith.nsw.gov.au) or the postal address listed at the bottom of this form, and provide the following information: Name, Address, Phone Number, Rates Assessment Number the payment went to, verification of payment details and Rates Assessment number of the property for which the payment was intended.

#### Disputed Payment

If the applicant is in the process of disputing this payment with their Bank or Financial Institution, DO NOT COMPLETE THIS FORM. Griffith City Council cannot take action while the payment is under dispute. The applicant must refer back to their Bank or Financial Institution for action.

#### PART 1 - APPLICANT DETAILS (RATEPAYER ONLY)

I am the property Owner: (You cannot apply, only the property owner may apply for a refund)

Owners Name:

Postal Address:

Telephone Number:

Mobile Number:

Email Address:

#### PART 2 - REFUND INFORMATION

Assessment Number:

Property Address:

Refund Amount:

Reason refund is required

### PART 3 - DETAILS OF REFUND

Refund via direct deposit

Banking Institution Name:

BSB Number:

Bank Account Number:

Account Name:

Refund via cheque

Postal Address:

### PART 5 - CONFIRMATION OF ORIGINAL RECEIPT

Copy of receipt

Copy of bank or credit card statement. Please remove credit card number from statement.

Other

### PART 6 - APPLICATION DECLARATION

I declare that I am the ratepayer and owner of the property mentioned in part 2 of this form and the information given on this form is true and correct. **ALL RATEPAYERS MUST SIGN APPLICATION FORM**

Signature:

Date:

#### **Privacy Protection Notice**

\*This information is being collected to issue a refund;

\*This information is voluntarily required to process your request and will be not used for any other purpose without seeking your consent, or as required by law;

\*Your information may comprise part of a public register related to this purpose;

\*This form will be retained in Council's Records Management System and disposed in accordance with the Local Government Disposal Authority;

\*You can access and correct your personal information at any time by contacting Council;

\*For further details on how the Griffith City Council manages personal information, please refer to our Privacy Management Plan.

#### OFFICE USE ONLY

Processed by:

Date processed:

Creditors Number: