

Local Laws request for refund/transfer of overpayment form

Overpayment details

Receipt number: _____ Amount of refund \$ _____

Name(s): _____

Overpayment on _____ (e.g. Infringement, Animal registration, Permit etc.)

Infringement/Animal registration number: _____

Reason for refund: _____

Current address: _____

Contact number(s): _____

In an effort to reduce our carbon footprint, we will no longer be printing paper remittance advices. If you would like a remittance advice please provide your email address.

Email address: _____

Please allow four weeks to receive your refund – cash refunds are not available

I/We request that you **REFUND** the payment/overpayment on the above to my/our bank account as per details below.

Bank account details/transfer

Bank name: _____ Account name: _____

BSB number: _____ Account number: _____

OR

Please select preference of transfer: Full amount Partial amount \$

To: Another debtor account Rates account Other

(please specify)

Debtor no. Assessment no. Account no.

Please sign – if joint account, both signatures are required

Date: _____

Signature: _____ Print name: _____

Signature: _____ Print name: _____

A/P and LL Teams – Office use only

Payment approval Supplier number: _____

Ledger code: _____ GST code: N/A Receipts: _____

Amount to be refunded \$ _____ Date: _____

Requesting officer signature: _____ Print name: _____

Authorising officer signature: _____ Print name: _____