

Rates Payment Transfer Request Council Rates & Water Assessments



PRIVACY NOTICE

Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your request for a transfer of a rates payment. Some of this information may be given to other sections of Council for the purpose of assessing your application.

Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

ABN 95399253048
Enquiries 4913 5000 or 1300 790 919
Address PO Box 2292
 Yeppoon Qld 4703
Email enquiries@livingstone.qld.gov.au

Applicant Details (Please note communication details may be used to update Council's Records)

Name/s in full			
Postal Address			
Phone		Mobile	
Email Address			

PAYMENT FROM – Property Information (where the credit exists or incorrect payment made too – must be in credit)

TRANSFER AMOUNT	\$	
Assessment Number		
Property Location		

PAYMENT TO – Property Information (where the credit is to be transferred to)

Assessment Number		
Property Location		

REASON FOR TRANSFER

Ratepayers may be required to provide proof of payment or supporting documentation to enable Council to process your transfer request, unless all properties are owned by the same owner. Account must be in credit to enable transfer.

<input type="checkbox"/> Settlement	<input type="checkbox"/> Incorrect Reference Used
<input type="checkbox"/> Credit Balance	<input type="checkbox"/> Rates to Water / Water to Rates

I / We agree as follows:

That the information provided herein is true and correct in every particular and that all-material facts have been disclosed to Livingstone Shire Council. Please allow 7-10 working days from date of receipt of your application. Ratepayers may be required to provide proof of payment or supporting documentation to enable Council to process your transfer request, unless all properties are owned by the same owner.

Signature/s		Date: ____ / ____ / ____
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Lodging

IN PERSON	You can lodge your form at Council's Customer Service Centre: Yeppoon (TOWN HALL) 25 Normanby Street Emu Park (LIBRARY) 7-9 Hill Street
MAIL	Mail the completed form to Livingstone Shire Council PO Box 2292 YEPPOON QLD 4703
EMAIL	Email the completed form enquiries@livingstone.qld.gov.au
	Online Services: www.livingstone.qld.gov.au
	Like us on Facebook: www.facebook.com/livingstoneshirecouncil

OFFICE USE ONLY

Date Form Received	____ / ____ / ____	Time Form Received		am/pm	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
CS Officer		RR Officer				