

Rates Credit Refund 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 refund. 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.

Enquiries: (07) 4913 5000 or 1300 790 919
Address: PO Box 2292
 YEPPOON QLD 4703
Email: enquiries@livingstone.qld.gov.au

APPLICANT / RATEPAYER DETAILS			
I/We:			
of			
Postal Address:			
Contact Phone:		Email:	
Mobile:		Fax:	
Note: Communication details will be used to update Council's records.			
PROPERTY INFORMATION			
Rates Assessment Number:			
Water Assessment Number:			
Property Location:			
REASON FOR REFUND – ACCOUNTS MUST BE IN CREDIT TO ENABLE REFUND			
<input type="checkbox"/> Settlement ***	<input type="checkbox"/> Incorrect Reference Used ***		
<input type="checkbox"/> Credit Balance	<input type="checkbox"/> Over payment		
***Ratepayers may be required to provide proof of payment or supporting documentation to enable Council to process your refund request and payments will be made to the ratepayer/owner unless all evidence is received.			
REFUND DETAILS			
Date of Payment/s:	Refund Amount: \$		
PAYMENT DETAILS – TO BE MADE BY EFT			
EFT DETAILS			
Bank Name:	Account Name:		
BSB:	Account No.:		
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.			
Signature/s: (must be owner/s of property)			Date: ____/____/____
LODGING			
IN PERSON – You can lodge your form at Council's Customer Service Centre Yeppoon , (Yeppoon Town Hall), 25 Normanby Street Emu Park , (Library), 7-9 Hill Street			
EMAIL – Email the completed form to enquiries@livingstone.qld.gov.au			
MAIL – Mail the completed form to 'Livingstone Shire Council' PO Box 2292, Yeppoon Queensland 4703			
TELEPHONE – Call 1300 790 919 or 07 4913 5000 between 8am and 5pm Monday to Friday			
OFFICE USE ONLY	Date form received:		Approved / Declined:
	Authorised Officer:		Signature: