

Rates/Water Credit Transfer Request Form



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Privacy Notice: Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*

Applicant Details

Property Owner:	
Postal Address:	
Email:	
Contact Phone:	

Property Information

Street No. and name:	
Suburb:	
Rates Assessment Number:	
Water Assessment Number:	

Transfer Details

Amount to be transferred:	\$
Transfer From	Transfer To
Assessment No.	Assessment No.
Property Location:	Property Location:

Declaration		CLICK HERE TO SUBMIT
Ratepayer 1:	Signature 1:	Date: / /
Ratepayer 2:	Signature 2:	Date: / /

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. Must be signed by all ratepayers. Please allow 14 working days from the date of lodgement.

Additional information and supporting documentation

- A customer's account must be in credit in order to be eligible to transfer funds.
- An administration fee for the processing of transfers is applied to cover the costs associated with facilitation these types of transactions. Council will permit one (1) per annum and will allow for one-off adjustments or accidental payments. See Council's adopted fees and charges schedule each year for applicable charges.
- For payments made after a rates search has been sourced, written confirmation from both solicitors will be required that these amounts refunded will not be adjusted at settlement.
- Refund requests to incorrect assessments or to a property you do not own or no longer own will be required to provide relevant supporting evidence of the payment.
- Ratepayers will be required to provide proof of payment or supporting documentation to enable Council to process your transfer request and payments will be made to the ratepayer/owner unless all evidence is received.
- Supporting documentation is a copy of bank statement showing the payment, including your name(s), bank account details and address information or a copy of your receipt.

OFFICE USE ONLY	Date received:	Date processed:	Date Recorded:
	Approved:	CSO:	Rates officer: