

# Rates Refund Request Form

## APPLICANT/RATEPAYER DETAILS (Nominate who is requesting refund/transfer)

Owner     Authorised Person (Authority viewed or attached)     Previous owner (Evidence of Payment Attached)

Applicant Name(s):		
Postal Address:		
Contact Number:	Phone:	Mobile:
Email:		

**Note: Communication details may be used to update Council's records**

## PROPERTY INFORMATION (where credit is held)

Account Number:	
Property Location:	

## REASON FOR REFUND – ACCOUNTS MUST BE IN CREDIT TO ENABLE REFUND

Settlement \*\*\*     Incorrect Reference Used \*\*\*     Credit Balance     Over Payment

## REFUND DETAILS – Refunds are only issued via Cheque or Electronic Funds Transfer to Cheque or Savings accounts. Refunds cannot be issued to Credit Cards

Date of Original Payment(s):		
Refund Requested Amount:	\$	
<b>PAYMENT DETAILS</b>	<input type="checkbox"/> Cheque (Posted to the above address)	<input type="checkbox"/> EFT (please complete details below)
<b>BANK ACCOUNT DETAILS</b>	Account Name:	
	Bank:	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 The City of Darwin. Please allow 7 – 10 working days from the date of your application. \*\*\* Ratepayers may be required to provide proof of payment or supporting documentation to enable Council to process your refund request.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

### Collection Notice

City of Darwin collects personal information from you, including your property and personal contact details. We collect this information for the purpose of refunding overpaid rates. The *Local Government Act 2019* allows or authorises us to collect this personal information and you may seek access to this information. We will only use your information for the purpose described here. It will not be used or disclosed in any other way unless we have your consent or we are authorised or required by law to do so. If you choose not to provide us with your information we will be unable to complete your request. Your personal information will be handled in accordance with our Privacy Statement and the *Information Act 2002* (NT). Council's Privacy Statement is available from the City of Darwin, Harry Chan Ave, Darwin or via the Council's website at: [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au).

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