

FORM: RATES & UTILITIES REFUND/TRANSFER REQUEST

Use this form for: Refund or Transfer of overpaid/credit balance Rates and Utilities Accounts

Please save completed form into CM9 (SF19/918) and Assign to Rates

(Rates & Utilities Refund/Transfer – Name – Date – Address – ###)

Our aim is to process your request promptly and you can help us by:

- Ensuring that you have completed all sections of the form (if any sections are not applicable please notate with N/A)
- Completing the form in BLOCK LETTERS (if not completing electronically)
- Ensuring that all details for payment purposes are completed in full, current and accurate
- Attaching all necessary supporting documentation

Account Details			
Account Number:			
Linked Address:			
Request Type:	Refund \$ _____	Transfer Please advise below	
Customer Details			
Account Holder Name/s:			
Address:			
Postal Address:			
Email:		Phone:	
Refund to Bank Account Details:			
Account Name:			
BSB: (###-###)		Account Number:	
Transfer to Account Details:			
Rates Assessment		Amount \$	
Gas Billing		Amount \$	
Debtor Account		Amount \$	
TOTAL		Amount \$	
Declaration/Request:			
I / We _____ as the Owner / Authorised Representative of the above-mentioned Account, do hereby request that Maranoa Regional Council Refund / Transfer excess funds as detailed above. All owners must sign.			
Signature / Authorisation			
Signature:		Signature (2)	
Print Name:		Print Name (2):	
Date:		Date (2):	
Office Use Only:			
Notes:			
Records No.		CRM:	
		AP Account:	
Requesting Officer / Authorisation Details			
RO Signature:		Authorisers Signature:	
RO Name:		Authorisers Name:	
RO Position:		Authorisers Position:	
Date:		Date:	