RATES & CHARGES

APPLICATION FOR REFUND/PAYMENT REQUEST

APPLICATION FOR REFUND/TRANSFER OF RATES CREDIT

Important Information

- Proof of payment must be provided where you are not the owner of the property
- Confirmation from Solicitors is required if credits have been advised for the purpose of property settlement
- Council is unable to refund to a credit card
- Please allow 10 days for your refund/transfer to be processed

Payee Name	
Property Address	
Daytime Contact Number	
Email Address	

Rates Refund of Credit (to your account)

Please deposit the amount of into the below bank account $ _____.__

Bank Name	
Account Name	
BSB Number ___-___	Account Number _____

Rates Transfer of Credit (to your property)

Please transfer the following credit amount $ _____.__

FROM
Property Number _____

TO
Property Number _____

Name of Applicant:	
Signature of Applicant:	**Date:**

OFFICE USE ONLY: **Service Ledger Acc No. 10.52025**

Payee Name:			
Amount:		**Property Number:**	
Requested By:		**Approved By:**	

Please return the signed application form

In person:
Customer Service Centre
8.00am – 5.00pm
103 Walker Street, Townsville City

Thuringowa Central Library
9.00am – 2.00pm (Monday - Thursday)
86 Thuringowa Drive, Thuringowa Central

By mail:
Townsville City Council
PO Box 1268
TOWNSVILLE QLD 4810

By email:
enquiries@townsville.qld.gov.au
(*Be sure to attach scanned copies of all relevant certified documentation.*)

Need Help? Contact Council:
By phone: 13 48 10 (8am - 5pm)
Click to chat: townsville.qld.gov.au

Privacy Collection Statement:
Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the *Information Privacy Act 2009 (QLD).* We are collecting your personal information in accordance with *Local Government Act 2009* so that we can assess your application, arrange the required payment and update your contact details. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our information Privacy Policy

ABN >> 44 741 992 07