

# 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](mailto:enquiries@livingstone.qld.gov.au)

### APPLICANT/RATEPAYER DETAILS

I/We			
Postal Address			
Contact Phone		Email	
Mobile		Fax	

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

### PROPERTY INFORMATION

Assessment Number	
Property Location	

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

Settlement ***	Incorrect Reference Used ***
Credit Balance	Over payment

### REFUND DETAILS

Date of Payment/s	Refund Amount:
-------------------	----------------

### PAYMENT DETAILS

Cheque (Posted to your current mailing address)	EFT (please complete details below)
---	-------------------------------------

### 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. \*\*\*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.

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](mailto: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

<b>OFFICE USE ONLY</b>	<b>Date form received</b>		<b>Approved</b>	<b>Declined</b>
	<b>Authorised Officer</b>		<b>Signature</b>	