



RATES REFUND APPLICATION FORM

About this form:	This form is for the purpose of refunding rates and charges. The refund will only be processed if the account is in credit. Processing a refund request may take up to 10 business days from the date Council receives a completed application.
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Section 1. Important Notes

Payment made to wrong property
If this payment was meant for another property also owned by the applicant, DO NOT COMPLETE THIS FORM. Send a written request via email to council@innerwest.nsw.gov.au or mail to PO Box 14, Petersham NSW 2049 with the following information: Full Name, Phone number, payment reference number, proof of payment, and Property ID number of the property the payment was intended for.
Disputed payment
If the applicant is in the process of disputing this payment with their Bank or Financial Institution, DO NOT COMPLETE THIS FORM. Please refer back to your Bank or Financial Institution for action.

Section 2. Applicant's Details (Must be the property owner)

First name:		Surname:	
Email:			
Mailing address:		Postcode:	
Suburb:		Mobile:	

Note: If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

Section 3. Refund Information

Property Address:			
Property ID Number:		Payment reference number:	
Refund Amount:	\$	Date of Payment:	
Reason for Refund:			

Section 4. Details for Deposit of Refund

Banking Institution Name:			
Account Name:			
BSB Number:		Bank Account Number:	

Note: To ensure accurate processing of your refund payment, please ensure that the bank details provided are correct. The Bank account name should be the same as the name in the original receipts.

Section 5. Payment Verification

I have attached proof of payment either a copy of receipt or bank / credit card statement	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (you must attach a proof of payment to receive a refund)

Section 6. Declaration

I declare that I am that the information given on this form is true and correct.

Signature:

Date:

Name:

Section 7: Privacy Statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

Section 8: How to Lodge

You can lodge the completed application by:

Email: council@innerwest.nsw.gov.au

In Person: At any of the Inner West Council's Customer Service Centres:

- Ashfield - 260 Liverpool Road, Ashfield.
- Leichhardt - 7-15 Wetherill St, Leichhardt.
- Petersham - 2-14 Fisher Street Petersham.