

1. Applicant Details		
Owner Name/s		
Residential Address		
Suburb	State	Postcode
Postal Address		
Suburb	State	Postcode
Mobile	Home Ph	Work Ph
Email address		
2. Property Details		
Rates Property Number	Refund Amount \$	
Street address of property with credit balance		
Has this property recently Sold or Rates Search Certificate issued?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes – Contact your solicitor. Authorisation is required from solicitors of <b>both</b> parties confirming the refund amount is not included in settlement. Solicitors may email their authority to <a href="mailto:rates@sunshinecoast.qld.gov.au">rates@sunshinecoast.qld.gov.au</a>	
3. Bank Account Details		
Name/s of Bank Account Holder/s		
Name of Bank	BSB (6 digits)	Account Number
NOTE: The account must be in <b>all property owners' names</b> unless authorisation from other owners has been provided on this form. Council policy does not allow for issue of refunds to an individual account where the property has multi ownership.		
4. Property Owner/s Signature Authority – MUST be signed by ALL property owners to issue refund		
Owners Full Name Date of Birth	Signature	Date
Owners Full Name Date of Birth	Signature	Date
Owners Full Name Date of Birth	Signature	Date
5. Documents Required – IMPORTANT PLEASE READ		
Evidence of all payments (totalling the value of the refund request) must be provided where the credit is not a result of a Direct Debit Agreement with council. This may be in the form of receipt, bank statement or screen print of transaction details on internet banking.		
Have you attached your payment evidence (to the value of your refund request)? <input type="checkbox"/> Yes <input type="checkbox"/> N/A		
6. Company or Trust Ownership		
Where a property is owned by a corporation or trust, a current Company ASIC extract (showing the authorised company representatives) or copy of the Trust Deed must be provided to council, and a bank statement header showing the account name (matching the property ownership) and bank account number for refund purposes.		
Have you attached an ASIC extract/Trust Deed and bank statement header? <input type="checkbox"/> Yes <input type="checkbox"/> N/A		

**Privacy**  
 Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

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