

All refund requests need to be made in writing. Providing all of the information requested on this form and copies of receipts will avoid delays in processing your request. Incomplete/illegible applications will not be accepted and will be returned to you. All refunds will be paid by EFT. Please mark relevant boxes with a tick ✓

APPLICANT DETAILS	
Name/s*	
ABN (if Applicable)	
Postal Address	
Suburb	Postcode
Applicant's phone number	
Email address	
..... Applicant Signature Applicant Signature
*NOTE: Applicant name must be the same as the name on the original receipt. If a different name is required, please provide an authorisation letter from the original payee.	

TYPE OF REFUND	
<input type="checkbox"/> Rates	Assessment Number:
<input type="checkbox"/> Water	Assessment Number:
<input type="checkbox"/> Debtor	Account Number:
<input type="checkbox"/> Venue/Park hire and key bond*	Venue/Park Name: Date of Hire: Date Key Returned:
<input type="checkbox"/> Vehicular crossing bond*	Property Address:
<input type="checkbox"/> Other	Please provide details:
*Note: Venue/Park and Vehicular Crossing Bonds can only be refunded after a satisfactory inspection by a Council Officer.	

REFUND PAYMENT DETAILS	
Refund request amount	\$
Date paid	
Receipt / Reference No	
Reason for refund	

BANK ACCOUNT DETAILS	
Bank Name	
BSB	
Account number	
Name on Account	

HOW TO LODGE
Please email completed form and copies of any relevant receipts to mail@narromine.nsw.gov.au , post to Narromine Shire Council, PO Box 115, Narromine NSW 2821 or hand deliver to Council's Customer Service & Payments Centre at 118 Dandaloo Street, Narromine. Further enquiries can be made by phoning 02 6889 9999.

PRIVACY STATEMENT
This form contains personal information of a person/s making an application to Narromine Shire Council. The requested information assists Council staff to respond to the applicant/s. 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 further information please contact Narromine Shire Council on (02) 6889 9999 and ask to speak with the Privacy Officer. Alternatively, you may email Council at mail@narromine.nsw.gov.au or write to Council at PO Box 115, Narromine NSW 2821.

OFFICE USE ONLY		
..... Date Received Ledger/Work Order Number Processing Officer