

Payable to: \_\_\_\_\_

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Assessment Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Reason for refund *(please indicate below)*: \_\_\_\_\_

Property Owner(s)' Signature: \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

### OFFICE USE ONLY

EFT Transaction Details: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Approval: \_\_\_\_\_ Rates Officer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Delegating Officer: **Finance Manager / Assistant Finance Manager**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**'COMPLETED FORM TO BE RETURNED TO ACCOUNTS PAYABLE OFFICER IN CORPORATE SERVICES'**

Please return completed form to the City of Palmerston: Level 1, Civic Plaza, 1 Chung Wah Terrace, Palmerston  
Mail to: PO Box 1 Palmerston NT 0831. Email: palmerston@palmerston.nt.gov.au

The City of Palmerston complies with the information Privacy Principles contained in the *Information Act* (NT). These principles protect the privacy of personal information collected and held by Council. Council's privacy statement is available from the City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website on [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au).