

# Rates/Water/Debtors Account Refund Request

Postal Address:  
Glen Innes Severn Council  
PO Box 61  
GLEN INNES NSW 2370  
Phone: (02) 6730 2300  
Email: [council@gisc.nsw.gov.au](mailto:council@gisc.nsw.gov.au)  
Website: [www.gisc.nsw.gov.au](http://www.gisc.nsw.gov.au)

Use this form to request a refund from owner's rates, water or debtors account.

- Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes
- If all sections are not completed, your application cannot be processed

## How to lodge this request:

**In person:** Glen Innes Severn Council Administration Office, Town Hall, 265 Grey Street, Glen Innes NSW 2370  
**Mail to:** PO Box 61, Glen Innes NSW 2370  
**Email to:** [council@gisc.nsw.gov.au](mailto:council@gisc.nsw.gov.au)

Fields marked with an asterisk (\*) are mandatory.

### 1. Applicant Details

\* Full Name:

\* Address:

\* Postal Address:

\* Assessment No/Account Code:

\* Email:

\* Telephone:

### 2. Refund Information

\* Refund Amount:

\* Request for the above amount to be refunded from:  Rates Account  Water Account  Debtors Account

Refund payment can be made by:  Cheque  Electronic Funds Transfer to the follow bank account:

BSB:

Account Number:

Account Name:

Please note: A refund processing fee of \$26.00 (inc GST) is applicable, in accordance with the 2024-2025 Operational Plan. The refund request will be processed upon receipt of payment.

### 3. Applicant's Consent

I confirm that I am the original payer of the fees/charges and hereby give my consent for Glen Innes Severn Council to refund requested amount as instructed above.

Applicant's signature

Applicant's signature

Date

**Please note:** Requests must be signed by all owners for all refunds.

#### Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide in this form is for the purposes directly related to the functions of Council, specifically relating to this form. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under the *Privacy and Personal Information Protection Act 1998* (the Act) and if you require further information, please see our Privacy Management Plan at [www.gisc.nsw.gov.au](http://www.gisc.nsw.gov.au) or contact Council on (02) 6730 2300.