

Refund Request



- **Evidence of the transaction is required** (unless payment is the result of Pension Rebate application for rates). **Acceptable evidence of payment:** Cash Receipt from Australia Post or Council, Bank Statement, Credit Card Statement.

Applicant details:

First name:	Surname:
Property address: (for rates refunds)	
	Postcode:
Postal address:	
	Postcode:
Contact number:	
Email address:	
Refund details: <i>Please include what the refund is for and the reason for the refund</i>	
Reference or assessment number:	

Bank details:

Name of bank & branch:

BSB

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A/c No

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☐ For request of full amount of credit ☐ other amount \$_____

- ☐ I would like my remittance advice emailed to the above email address.
- ☐ I authorise a direct credit to the bank account detailed above.
- ☐ Proof of payment attached (refund may not be processed without evidence of original payment).

Signature:
Name: Date: ____/____/____

Collection Notice

East Gippsland Shire Council collects information provided by you in this form to process your refund request. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

Office Use Only:	
CS Stamp:	IM Stamp:

Contact Council

-  **Phone:** 03 5153 9500
-  **Email:** feedback@egipps.vic.gov.au
-  **Website:** eastgippsland.vic.gov.au
-  **Mail:** PO Box 1618, Bairnsdale VIC 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade