

# Refund Request Form



**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.

**Please return this form ASAP, addressed as follows:**

Email at: [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au) (preferred method)

Or mail at:

East Gippsland Shire Council

PO Box 1618

BAIRNSDALE VIC 3875

|                                                                                           |       |  |         |  |
|-------------------------------------------------------------------------------------------|-------|--|---------|--|
| Applicant name/Ratepayer name:                                                            |       |  |         |  |
| Property address: (for rates refunds)                                                     |       |  |         |  |
|                                                                                           |       |  |         |  |
| Postal address: (if different from above)                                                 |       |  |         |  |
|                                                                                           |       |  |         |  |
| Phone number: Home:                                                                       | Work: |  | Mobile: |  |
| Email address:                                                                            |       |  |         |  |
| Refund details: Please include what the refund is for and the reason for the refund _____ |       |  |         |  |
| _____                                                                                     |       |  |         |  |
| _____                                                                                     |       |  |         |  |
| Reference or assessment number:                                                           |       |  |         |  |

## Bank Details

|                        |
|------------------------|
| Name of Bank & branch: |
|------------------------|

BSB

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  |  |  | - |  |  |  |
|--|--|--|---|--|--|--|

A/c No

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

☐ 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).

|                      |                          |
|----------------------|--------------------------|
| Applicant signature: |                          |
| Name:                | Date: ____ / ____ / ____ |

## Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

JUL 2025

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## Contact Council



03 5153 9500



[feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)



[eastgippsland.vic.gov.au](http://eastgippsland.vic.gov.au)



PO Box 1618, Bairnsdale 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

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