

WATER FILLING STATION – KEY REFUND

Please complete this form to apply for a refund for water filling station key/s and return to Dubbo Regional Council.

NOTE: Customers must contact Avdata on (02) 6262 8111 to finalise and cancel their account.

Once finalised refunds may take up to 21 days to be processed and deposited into your nominated account.

PURCHASER/KEY HOLDER DETAILS	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Name/s	
Date of Birth <i>Optional</i>	
Residential Address <i>Include City, State & Postcode</i>	
Postal Address <i>Include City, State & Postcode</i>	
Contact Number	
Email Address	
Avdata Key Number	

BUSINESS DETAILS	
Your Name	
Company Name	
ABN	
Company Address <i>Include City, State & Postcode</i>	
Postal Address <i>Include City, State & Postcode</i>	
Contact Number	
Email	

REFUND DETAILS	
Electronic Funds Transfer (EFT) is the quickest way to receive an approved refund. If you elect to be paid by EFT, Dubbo Regional Council can only process a refund to a bank account held in the identical name/s that appear on Council's receipt records. An approved bank document (bank statement or pre-printed deposit slip) must be provided that includes bank name, bank number (BSB), account number, and account name. Refunds may take up to 21 days to be processed and deposits made to your account. Note: Other information appearing on the bank statement (transactions and account balance) should be blocked out.	
Alternatively – please send cheque	<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTE: If a bank account matching the ownership appearing on the rate assessment is not held, or the evidence provided does not match the receipt, a cheque will be issued as per Council's receipt records.	

Avdata Australia – PO Box 117, Dickson ACT 2602 – (02) 6262 8111 – mail@avdata.com.au - www.avdata.com.au

PURCHASER/KEY HOLDER SIGNATURE	
Signature	
Print Name	
Date	

PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website www.dubbo.nsw.gov.au

OFFICE USE ONLY			
Access Key Number		Date Returned	
Key Deposit Purchase Date		Key Deposit Receipt Number	
Trust receipt number from initial sale of key application			
Key deposit amount to be refunded (refund to be processed from Trust Category 638)			
Forwarded to Debt Recovery Officer for processing			<input type="checkbox"/> Yes <input type="checkbox"/> No
Email sent to Avdata			<input type="checkbox"/> Yes <input type="checkbox"/> No
Key and Refund Form Returned to Water Sewer Client Services			<input type="checkbox"/> Yes <input type="checkbox"/> No
Cashier		Date	