



# Refund Request Form

## Purpose

Clients requesting a refund must complete this form.

- All fields must be completed before the refund is processed
- It is the client's responsibility to ensure all bank account details are correct
- A cheque will be issued if the account details are incorrect and the bank rejects the funds transfer
- Refunds can only be made to the tenant and not the householders
- The Department of Communities or the Housing Authority will not be held responsible for any delays in processing the refund

### Personal Details

Mr  Mrs  Miss  Ms  Other

Surname

First name

Second name

Contact Address

Street Number

Street Name

Suburb / Town

State

Postcode

Phone

Email

  


Please indicate from which account you would like the refund to be made:

Rent  Water  Repairs

Other - please specify

### Bank Details

Bank, Building Society or Credit Union Name

  


BSB Number

 - 

Account Number

Account Name

  


Amount to be refunded

\$

Signature (Applicant)



Date

 / 

### Office Use Only

Tenant Customer Reference No.

Processing Officer Name

Processing Officer Signature



Date

 / 

Financial system updated? Yes