

Customer Request for Reallocation/ Transfer of Payment



To be completed by an owner/ authorised person only.
Please return completed form to Council.

Date: ____/____/____

Ratepayer Name:	
Assessment Number:	
Property Address:	
Phone #:	
Email Address:	

Reallocation of Payment – Payment has been made to the wrong account:

I _____, owner of the above address, would like to request the payment of \$_____. ____ made on the ____/____/____, to be transferred from rates/ water (please circle), to my rates/ water (please circle) account for: Assessment Number: _____.

Transfer of Payment – Transferring Water Credit to Rates account:

I _____, owner of the above address, would like to request the amount of \$_____. ____ to be transferred from water account to rates account.

NOTE:

- The finance team will process your request within 3 days of receiving this request
- Once the the transfer has been processed, you will receive a confirmation letter

Print Name: _____

Signature: _____