

Administration Building: 180 Mort Street Lithgow
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 Email: council@lithgow.nsw.gov.au
 Web: council.lithgow.com
 ABN: 59 986 092 492



REFUND BY ELECTRONIC FUNDS TRANSFER (EFT)

To eliminate the significant and increasing potential for cheque fraud, Council would like to make payments to you by 'Electronic Funds Transfer' (EFT) which provides the advantages of:

- Immediate access to cleared funds
- Elimination of fraudulent interception or misuse of a cheque
- Same day remittance advice in the mail or by email

Please complete the following information. Proof of payment must be submitted with this form as it is an audit requirement. Proof may include a bank statement, BPAY transaction listing or original receipt. Refund will not be processed unless proof of payment is supplied. Return by email to council@lithgow.nsw.gov.au or mail to PO Box 19 Lithgow NSW 2790.

CONTACT DETAILS

Name:	
Postal Address:	
Email Address (required):	Phone number (required):

REFUND DETAILS

Amount:	Reason for refund:
Receipt/Invoice:	Payment Date:

BANK DETAILS

Bank Account Name:	Bank	Branch
BSB:	Account Number:	

AUTHORISATION AND SIGNATURE

I authorise direct credit to the bank account detailed above by Lithgow City Council and understand Council will pay all approved refunds upon receipt of all required documentation.

SIGNED:	DATE:

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.