|  |
| --- |
| Applicant Name: |
| Organisation Name: |
| Postal Address: | Phone: |
| For Direct Deposit into your Bank Account: Bank Name & Branch: |
| BSB No: | Account No: |
| Account Name: |
| Email address: | Signature of Applicant: |

## *The Refund application must be completed by person/organisation that lodged the original bond with the Shire of Serpentine Jarrahdale.*

## Bus Bond Refund

|  |  |  |
| --- | --- | --- |
| Date of Hire:  | Date Paid: | Amount: |
| Name of Hirer on Application: | Receipt Number: |
| Key Returned Date: | Key Returned: Shire Officers Signature: |

## Facility Hire/Key Bond Refund

|  |
| --- |
| Name of Facility/Reserve: |
| Date of Hire:  | Date Paid: | Amount:  |
| Name of Hirer on Application: | Receipt Number:  |
| Key Returned Date: | Key returned: Shire Officers Signature: |

## *The bond will be refunded within 15 working days, to the individual/Organisation that made the original bond payment, otherwise written confirmation will be required from the original payee*.

## OFFICE USE ONLY

|  |  |
| --- | --- |
| G/L Account No: (where income was receipted) | Authorising Officer – Delegation No: 1.1.18**Signed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Helen Sarcich** Deputy CEO/Director Community Services Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Receipt: |
| Receipt No: |
| TRIM Ref No: |
| Please attach supporting Documents | Comments: |