



# Request A Refund

W [www.boprc.govt.nz/rates](http://www.boprc.govt.nz/rates)

P 0800 BOP RATES (0800 267 728)

E [rates@boprc.govt.nz](mailto:rates@boprc.govt.nz)

A PO Box 364, Whakatāne 3158

Complete this form if a rate payer (or Solicitor acting on behalf of a client) would like us to refund a credit balance against a property.

Please provide a copy of the bank details with this form to verify your account number.

## Property Details:

Valuation Number:\* \_\_\_\_\_

Property Address: \_\_\_\_\_

## Ratepayer Details:

Ratepayer Name 1:\* \_\_\_\_\_

Ratepayer Name 2: \_\_\_\_\_

Contact Number:\* \_\_\_\_\_

Email Address: \_\_\_\_\_

## Solicitor Details:

If this request is being completed by solicitor acting on behalf of a client, please complete below.

Solicitor Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Original Payment Details:

Date of Payment:\* \_\_\_\_\_

Payment Reference: \_\_\_\_\_

Payment Amount:\* \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

*We will only refund into the bank account the payment/s were made from, unless the refund is to a Law Firm Trustee Bank Account or payment was by Credit Card.*

## Bank Account Details:

Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

## By signing this form, I confirm that:

- I am a ratepayer in respect of the above property, or that I am otherwise authorised on behalf of the ratepayer(s) to make this request.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please Note:** Refunds will be processed during our next payment run. This may take up to ten (10) working days to be processed.

You can send your completed form to us at: **rates@boprc.govt.nz**

or by post to: **Bay of Plenty Regional Council: PO Box 364 Whakatāne 3158**

Please see our privacy statement at **<https://www.boprc.govt.nz/privacy-statement>**  
(or available in hard copy on request) to understand how we collect, use, protect and share your information.

We would like to use your contact details to inform you of Bay of Plenty Regional Council activities and services that may affect you. If you do not want your contact details to be used by us for this purpose, please contact us at: **rates@boprc.govt.nz** or on **0800 BOP RATES (0800 267 728)**. We will not use your contact details for general marketing purposes.