



# Approval to Return Deposit

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Request the refund of \$\_\_\_\_\_.\_\_\_\_ being for  Hire of equipment or

Hire of Facility

on \_\_\_/\_\_\_/\_\_\_\_\_

Please note: The Shire of Waroona's preferred method of payment is by direct debit to the recipient's bank. Please complete the details below to receive your payment. If left blank a cheque shall be produced and sent to the above address.

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

Bank Name: \_\_\_\_\_

BSB: \_\_\_\_\_

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

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## Office Use Only

Creditor Code: \_\_\_\_\_

Booking Number: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

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## Finance Use Only

Authorised by: \_\_\_\_\_ Position \_\_\_\_\_

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

Fund: TRUST ACCOUNT

Payment Date: \_\_\_/\_\_\_/\_\_\_\_\_