



### APPLICATION FOR A REQUEST FOR A REFUND

According to section 102 of the Local Government Municipal Systems Act, Act 32 of 2000, a municipality may:

- (a) consolidate any separate accounts of a person liable for payments to a municipality;
- (b) credit a payment by such a person against any account of that person which is in arrears.

All refunds will be subject to the City of Cape Town's Credit Control and Debt Collection By-law and Policy.

Refunds will be made via electronic fund transfer (EFT) only.

Please refer to the refund [guidelines](#) and examples for assistance.

#### Account details

Municipal account number		Erf	
Physical address of property			
Name and surname or Name of business			
ID or company reg. no.			
Email			
Contact numbers	(h)	(w)	(c)

#### Reason for refund

- Final account                       Sundry deposit   
 Overpayment                       Other (please specify): \_\_\_\_\_

#### Bank details

Account holder		<i>Official bank date stamp:</i>
Name of bank		
Branch code		
Account number		
Account type	Cheque/current <input type="checkbox"/> Savings <input type="checkbox"/>	

Name of bank official: \_\_\_\_\_ Signature: \_\_\_\_\_

**Note: If bank details are not confirmed and stamped by a bank official, a copy of the bank statement or bank letter is required.**

#### Municipal account holder(s) or authorised person(s)

1.	_____	_____	_____
	Print full name	Signature	Date
2.	_____	_____	_____
	Print full name	Signature	Date
3.	_____	_____	_____
	Print full name	Signature	Date

#### FOR OFFICE USE ONLY

Requested by: _____	Signature: _____	Date: _____
Authorised by: _____	Signature: _____	Amount: R _____