



# Utility Account Refund Request

Owner Information	
Registered Owner(s)	Utility Account Number
Property Address	
Phone (home)	Phone (Business or Cellular)
Email Address	
Mailing Address (if different than Civic)	

Refund Process
<b>Administration Fees:</b> <ul style="list-style-type: none"><li>Please note that the City charges an administration fee of \$25 for processing refunds. This fee will be deducted from your refund.</li></ul>
<b>How to apply:</b> <ul style="list-style-type: none"><li>Complete and sign this form and submit to: City of White Rock, Financial Services Department 15322 Buena Vista Ave White Rock, BC V4B 1Y6 <b>OR FAX</b> to: 604-541-2118 <b>OR SCAN</b> and email to: <a href="mailto:finance@whiterockcity.ca">finance@whiterockcity.ca</a></li></ul>
<b>Processing of refunds:</b> <ul style="list-style-type: none"><li>Please allow up to 10 business days for processing, except between June 1<sup>st</sup> and July 15<sup>th</sup> where we experience high volumes of transactions while processing property tax payments. Refunds are not processed during this time.</li><li>Cheques will be mailed to the address shown above.</li></ul>
<b>An administration fee of \$25 will be deducted from your refund cheque.</b>
Date (YYYY/MM/DD) _____ Signature _____

For Internal Use Only			
Posted by:	Batch #	Refund amount	Admin fee added? <input type="checkbox"/>
Notes			