

APPLICANT DETAILS

(If you are not the original levy payer, please attach authority from the original levy payer approving this refund application.)

Individual / Organisation Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Postal Address (if different to above): _____

Suburb: _____ State: _____ Postcode _____

Phone No: _____ Mobile No: _____

Email Address (required remittance advice): _____

REFUND PAYMENT DETAILS

BSB: _____ Account No: _____

Account Name: _____

PROJECT DETAILS

Individual / Organisation Name: _____

Project ID: _____

Project Description: _____

Project Address: _____

Suburb _____ State _____ Postcode _____

Estimated Project Value: _____ Original Levy Paid: _____

Final Project Value: _____ Completion Date: _____

(include all variations & GST. Exclude CITF levy)

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REFUND SOUGHT

Refund amount sought: \$ _____

REFUND REASON? *(Please select one only)*

Work did not commence and will not commence in the future

All of the following documentation must be attached:

- Proof of original payment (Receipt)
- Confirmation from local council confirming withdrawal of building approval (email / letter)
- Cancellation letter between client (if applicable)
- Reason for cancellation

Final value of project is less than the original estimate by \$25,000 or more

The following documentation must be attached:

- Documentation confirming value of works for example, final progress certificate, contract, invoices, certificate of completion, statement of works.

The project was partially completed

The following documentation must be attached:

- Documentation confirming value of works for example, final progress certificate, contract, invoices, certificate of completion, statement of works, transfer of ownership.

Duplicate Payment

The following documentation must be attached:

- Proof of original payments

Other _____

- Please describe the nature of the claim and attach any relevant documentation

DECLARATION

I _____ (Applicant) do solemnly and sincerely declare that the information listed above is true and correct and I am duly authorised to apply for a refund. I make this solemn declaration conscientiously believing the same to be true. I therefore apply for a refund in accordance with section 27 and 28 of the Construction Industry Training Fund Act 1993.

Signature of Applicant _____ Date _____

PRIVACY NOTIFICATION

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