



## Key Bond Release Form

KEY HOLDER DETAILS			
Full Name			
Organisation	(if applicable)		
Bond to be reimbursed to	<input type="radio"/> Organisation	<input type="radio"/> Individual	
Address	(used for bond refund cheque)		
Email		Phone	
Date of Hire		Key Hired	
Date Bond Paid		Bond Amount	
<b>Please Note:</b> For auditing purposes, your bond will be held in a separate Trust Account and can only be released in the form of a non-negotiable Trust Cheque made out to the person whose name appears on this form. In the event that the key is not returned, the bond will become non-refundable.			
Signature		Date	

OFFICE USE ONLY			
Number of Keys Returned		Bond Number	
Refund Full Amount	<input type="radio"/> Yes <input type="radio"/> No	Amount Withheld (due to key/s not returned)	
Manager Signature		Date	

### Privacy Collection Notice

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Further information is available in the Shire's Privacy Collection Notice available on the Shire website or by contacting the Shire Administration Office.



Local Government Act 1995

## Request for Bond Release

APPLICANT DETAILS			
Full Name/Company Name			
ABN <i>(if applicable)</i>			
Street/Postal Address			
Phone Number		Mobile Number	
Email Address			
RECEIPT DETAILS			
Relevant Receipt #		Date of Receipt #	
Receipt Amount <i>(if known)</i>	\$	<b>Bond Amount Sought</b>	\$
Purpose of Payment			
ACCOUNT DETAILS			
Account Name			
BSB Number		Account Number	
Declaration	<i>I, the Applicant, make a request to be refunded the amount sought to the bank account specified above.</i>		
Signature		Date	

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