



EFT Refund Request form

The purpose of this form is for obtaining Electronic Funds Transfer (EFT) details to issue a refund for withdrawal of document/s from registration or for overpayment of regulated fees.

Processing a refund request takes approximately 7 days from the date Landgate receives the completed Refund Request.

How to complete this form:

1. Ensure that all fields have been filled out correctly
2. Please note that fields on this form marked with an * are mandatory.

Customer details	
Contact name*:	Contact number*:
Company name:	
Address:	Landgate document number*:
Email address*:	
Details for Direct Deposit of Refund – Cheque or Savings Accounts Only	
Financial institution name:	
Account number*:	BSB*:
Account name*:	
Reason for refund:	
Signature	
Sign*:	Date:

Once you have completed this form, please upload to the Requisition Portal into the case requiring refund (where the Requisition Notice is active) or email to Dealings@landgate.wa.gov.au.

If you are having difficulty completing this form, please call our Customer Service Team on 9273 7373. Please note, refunds cannot be issued to Landgate Customer accounts.