

## Application to Receive Payroll Tax Refunds/Rebates via Direct Credit

To apply to receive payroll tax refunds and rebates via direct credit, please complete this application and forward to RevenueSA.

Please allow up to two weeks to process this application.

|                           |  |
|---------------------------|--|
| OFFICE USE ONLY           |  |
| Signed:                   | <input type="text"/>   |
| <i>Authorised Officer</i> |  |
| Date                      | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 2 <input type="text"/> 0 <input type="text"/> <input type="text"/> <input type="text"/> |

### APPLICANT DETAILS

**Employer Name**  
*Full name of legal entity seeking authorisation*

**Taxpayer Number**           **ABN**

**Postal Address**

**Suburb**  **State**  **Post Code**

**Email**

Applies for authorisation to receive payroll tax refunds and rebates via direct credit from:      2  0

The Applicant hereby acknowledges and agrees to abide by the terms and conditions set out in the *Terms and Conditions* overleaf.

### ACCOUNT DETAILS

*All account details must be supplied.*

**Name of Financial Institution:**

**Branch:**

**BSB No:**    -    this **must** be six (6) digits.

**Account No:**           **cannot** be more than nine (9) characters

**Account Name:**

**Note:** Please ensure the account and BSB numbers that you are providing are correct.

### AUTHORISED PERSONS

This application must be completed by **two** account signatories and/or authorised persons within the organisation.

|                      |  |   |
|----------------------|--|---|
| <b>Full Name</b>     | <input type="text"/>   | <input type="text"/>  |
| <b>Telephone</b>     | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>Position Held</b> | <input type="text"/>   | <input type="text"/>  |
| <b>Signature</b>     | <input type="text"/>   | <input type="text"/>  |

### Further Information

**Postal** Commissioner of State Taxation **Website** [www.revenuesa.sa.gov.au](http://www.revenuesa.sa.gov.au) **Telephone** (08) 8226 3750  
RevenueSA  
GPO Box 1353 **Email** [revsupport@sa.gov.au](mailto:revsupport@sa.gov.au)  
ADELAIDE SA 5001

## TERMS AND CONDITIONS

The Application is subject to the Applicant agreeing to the terms and conditions (below) and is further subject to the provisions of the *Taxation Administration Act 1996*.

1. Refunds/rebates via direct credit will only be issued to the account specified on page one (1) of this agreement.
2. This application must be completed by at least two account signatories and/or authorised persons within the organisation and one signatory must hold the position of Director.
3. Once an application to receive refunds/rebates via direct credit has been completed and processed by RevenueSA, this will become the nominated payment method for refunds/rebates, and the bank account listed on page one (1) of this application will be utilised until an amendment of bank account details is received or the agreement is cancelled. If refunds/rebates are not issued by direct credit, the default method of payment will be bank cheque issued to the address held in RevenueSA records.
4. If there are any changes to the bank account information or authorised persons detailed on page one (1) of this application, a new form providing updated information must be completed and submitted within seven (7) days of the changes taking place to ensure that RevenueSA records are kept up to date.
5. Refunds/rebates are able to be reviewed going back five (5) financial years. The Commissioner of State Taxation has the right to reclaim monies paid incorrectly.
6. The Applicant shall notify the Commissioner in writing within seven (7) days providing full details of any change in any of the following:
  - registered office of the Applicant;
  - registered name or business name of the Applicant;
  - principal place of business of the Applicant;
  - name or names under which the Applicant carries on business; and
  - ownership, either beneficial or legal of a majority of the issued shares of the Applicant (if applicable).
7. RevenueSA is careful to protect the privacy of any personal information supplied subject to the *Privacy Act 1988* (Cwlth). Some information may be given to financial institutions involved in the event of a payment dispute.
8. Once refunds/rebates have been authorised for payment via direct credit, an email will be sent to the current email address registered with RevenueSA to advise:
  - the amount of the credit;
  - the date of the transfer; and
  - that a credit should appear on your bank statement within 24 hours, however please allow up to two (2) days to appear. If the credit is not received within three (3) days of email receipt, you will need to contact RevenueSA as soon as possible providing your taxpayer number, taxpayer name and amount of expected credit (if known).
9. By agreeing to receive refunds/rebates via direct credit, this does not give RevenueSA the power to debit funds from your account and funds can not be accessed.
10. If refunds/rebates are transferred to the correct account as supplied by the taxpayer and an error occurs, RevenueSA will endeavour to recover the funds. RevenueSA will be limited by the financial institution's ability to recover the funds. Accurate information is required to prevent such occurrences from happening.
11. This agreement may be terminated at any time by notifying RevenueSA in writing.