



**When blank, this form is classed as OFFICIAL, when completed, this form is classed as OFFICIAL SENSITIVE**

Complete the relevant sections of this form and sign in Section 5 overleaf. Print clearly in ink using BLOCK letters.

**Note:** A refund cannot be processed for your driver's or vehicle licence if it is currently subject to a fine suspension, an outstanding vehicle transfer fee or transfer/plate penalty or if any debt under a Time to Pay arrangement with the Fines Enforcement Registry has not been cleared.

Postal Address: Driver and Vehicle Services, GPO Box R1290, Perth, WA 6844

**SECTION 1 - APPLICANT DETAILS**

FAMILY NAME/COMPANY NAME

FIRST NAME

OTHER NAME/S

DATE OF BIRTH

 /  / 

DRIVER'S LICENCE NUMBER

PHONE NUMBER

MOBILE NUMBER

EMAIL ADDRESS

POSTAL ADDRESS



SUBURB/COUNTRY

STATE

POST CODE

**SECTION 2 - REFUND TYPE**

DRIVER'S LICENCE     VEHICLE LICENCE     OTHER

**SECTION 3 - VEHICLE DETAILS IF APPLICABLE**

PLATE NUMBER

YEAR

MAKE

VIN/CHASSIS NUMBER

**SECTION 4 - REASON FOR REFUND**

**Vehicle plates surrendered**

DATE PLATES RETURNED

 /  / 

OFFICE

IF ACCIDENT/STOLEN: DATE OF INCIDENT

 /  / 

If plates have been returned to another Australian licensing jurisdiction, the plate receipt must be attached to this form in order for a refund to be processed.

**Note:** If the vehicle has been sold to an interstate purchaser with the WA plates attached you will not be eligible for a refund. If the plates have been returned as a result of an accident or they have been stolen, provide either:

- a letter from your insurer showing the plate number, date of incident and if the vehicle was a write-off; or
- a police report showing the plate number and date of incident; or
- an online crash report showing the plate number and date of incident.

**SECTION 4 - CONTINUED**

**Concession**

- Pensioner Concession Card (maximum rate\*)
- Commonwealth Seniors Health Card (also requires WA Seniors Card)
- DVA Veteran Card (Gold) printed with TPI or EDA
- Letter from DVA certifying the applicant has been assessed at 60 or more impairment points under the *Military Rehabilitation and Compensation Act 2004* (MRCA)
- WA Seniors Card

**Note:** A certified copy of both sides of the concession card is required if submitting this application by mail.

CARD NUMBER

CARD GRANT DATE

 /  / 

CARD NUMBER

CARD GRANT DATE

 /  / 

If the Concession Application (C1) form has not been completed, complete and attach to this form. The C1 can be downloaded at [www.transport.wa.gov.au](http://www.transport.wa.gov.au)

**DVA Veteran Card (Gold) concessions** - a letter from Veterans' Affairs confirming the date of grant must also be presented.

\*To be eligible for a 100% vehicle licence concession a letter from Services Australia (Centrelink) must be presented stating you are in receipt of maximum rate disability or carer pension or if the applicant was entitled to the maximum rate of Disability Support Pension prior to the Age Pension, a Concession Entitlement Verification (E113) form endorsed by Centrelink.

**Deceased estate**

NAME OF DECEASED

DATE DECEASED

 /  / 

DRIVER'S LICENCE NUMBER OF DECEASED

Attach certified copy of death certificate with this application form (a refund can only be issued to the estate of the deceased).

**Driver's licence voluntary surrender**

DATE SURRENDERED

 /  / 

OFFICE

If a 'Variation or Surrender of Driver's Licence Application' (E55) form has not been completed, complete and attach to this form.

The E55 can be downloaded at [www.transport.wa.gov.au](http://www.transport.wa.gov.au)

## SECTION 4 - CONTINUED

### Deal cancelled

Applies to licensed motor vehicle dealer. Only applies to deals cancelled within 5 business days. Attach the original licence receipt and the following:

- A letter from the dealer principal stating the reason for refund, no benefit gained and prospective purchaser did not take delivery of the vehicle; and
- A letter from the prospective purchaser stating fees were paid by the dealer, no benefit gained and delivery of vehicle was not taken.

### Incorrect payment

PAYMENT DATE

 /  / 

RECEIPT NUMBER

Attach original receipt or bank statement showing payment details and complete details of the error in section 7.

### Other refund type

REFUND TYPE - COMPLETE SECTION 7 WITH FULL DETAILS

## SECTION 5 - REFUND PAYMENT

To allow Department of Transport to refund via an EFT, nominate your bank account details below:

NAME OF BANK, BUILDING SOCIETY OR CREDIT UNION

BRANCH WHERE THE ACCOUNT IS HELD (Australian Bank Accounts only)

BRANCH NUMBER (BSB)

ACCOUNT NUMBER

 -            

ACCOUNT HELD IN THE NAME(S) OF

Your money will be electronically transferred to this bank account. **It is your responsibility to ensure all bank account details are correct.** For security or clarification purposes, we may contact you about your details. Payments made through EFT cannot be made into overseas bank accounts, credit card, loan or mortgage accounts. Payments cannot be made via EFT if the nominated account has restrictions on EFT deposits.

## SECTION 6 - CLAIMANT'S SIGNATURE

I declare that the information on this form is true and correct. I understand that under the *Road Traffic (Administration) Act 2008*, it is an offence to provide false or misleading information.

SIGNATURE

DATE

 /  / 

If you are submitting this application on behalf of the claimant, complete this section. You may not submit the application on behalf of the claimant if you have selected the refund payment type of electronic funds transfer.

AGENT'S NAME

AGENT'S SIGNATURE

DATE

 /  / 

## SECTION 7 - FURTHER DETAILS

Use this section to provide further details.

PAYMENT RECEIPT NUMBER

PAYMENT TYPE

DATE

 /  / 

## IMPORTANT INFORMATION

- The bank account details provided in this form will be used for the application of this refund only.
- If you are submitting the application form on behalf of an organisation, you must provide primary and secondary proof of identity documents and a letter on company letterhead signed by the organisation's director authorising you to act on behalf of the organisation which includes the nominated organisation's bank account number.

I certify the details on this application have been verified as correct and all required paperwork is attached.

OFFICER NAME

OFFICER SIGNATURE

SITE

DATE

 /  / 

RECEIVING OFFICER SIGNATURE

DATE

 /  / 

Relevant records have been checked and updated

Relevant documents attached

Vehicle or Driver's Licence is not subject to fine suspension

Vehicle does not have an outstanding Transfer or Transfer/Plate penalty

PENDING AMOUNTS