

For site safe office use only

Date:

Designation:

Signed:

Company number:

NAV number:



Approved

Declined

### How to get a refund

1. To receive a refund for a credit balance, please complete the form and return to [accountspayable@sitesafe.org.nz](mailto:accountspayable@sitesafe.org.nz)
2. Recent credit card payments (in last 12 months) will be refunded to the card.
3. For all other payments, please provide proof of your bank account (deposit slip, confirmation letter, or bank statement excerpt with logo, name, and account number) so we can refund you.
4. Refunds are processed between 7-14 days.

## Refund form

Company name/Customer name:

Customer number:

Email:

Credit note number/s:

Phone:

Original invoice number/s:

Total amount to be refunded:

Reason for refund:

**All refunds** will be processed back to the credit card used to make the original booking. If you did not make the original payment by credit card, please complete the bank account section below.

Bank account details provided

Signed / Authorised by:

Designation:

Date:

Please email the completed refund form to: [accountspayable@sitesafe.org.nz](mailto:accountspayable@sitesafe.org.nz)