

## RELEASE OF FUNDS REQUEST

NAME OF PAYEE:		DATE:
SD/DVP/DP:		
CIVIC ADDRESS:		
REFUND IS TO BE PAID TO:		
<b>** REFUND WILL BE PAID TO ORIGINAL PAYEE UNLESS ORIGINAL PAYEE DIRECTS OTHERWISE</b>		
		_____
** Signature of Original Payee		
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TYPE OF DEPOSIT:		
(i.e. Latecomers, 1 Year Maintenance Bond, Contractors Holdback, Subdivision Performance Bond, Other)		

The personal information on this form is collected under the general authority of the **Community Charter** and **Freedom of Information & Protection of Privacy Act (FOIPPA)** and is protected in accordance with **FOIPPA**. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at [foi@ladysmith.ca](mailto:foi@ladysmith.ca).

FOR OFFICE USE ONLY
<b>APPROVING OFFICER:</b> _____ (Date: _____)
<b>COMMENTS:</b> _____ _____
<b>DEVELOPMENT SERVICES/ ENGINEERING:</b> _____ (Date: _____)
<b>COMMENTS:</b> _____ _____
<b>TREASURER*</b> _____ (Date: _____) (*signature to authorize refund)
<b>COMMENTS:</b> _____ _____

DATE RECEIVED BY ACCOUNTS PAYABLE \_\_\_\_\_

Distribution:	
	Approving Officer
	Development Services/Engineering
	Finance & A/P
	Applicant

AMOUNT OF DEPOSIT: \$ \_\_\_\_\_

LESS: DEDUCTIONS \_\_\_\_\_

REFUND: \_\_\_\_\_ \$ \_\_\_\_\_

GL ACCOUNT

