

# Change of Name or Address

Use this form to change your details related to your Muswellbrook Shire Council **rates and water usage accounts**.

## Previous details of name or address to be changed - Complete only affected fields

Title	<input type="text"/>	Given names	<input type="text"/>	Last name	<input type="text"/>
Company Name	<input type="text"/>				
Email address*	<input type="text"/>				
Postal address	<input type="text"/>				

## New name or address - Complete only affected fields. Proof of name change required.

Title	<input type="text"/>	Given names	<input type="text"/>	Last name	<input type="text"/>
Company Name	<input type="text"/>				
Email address	<input type="text"/>				
Postal address	<input type="text"/>				
Phone number	<input type="text"/>				

To receive your rates and water notices via email, please refer to your current notice and use the link to register.



**Note to Pension Rebate recipients:** You are only entitled to the Pension Rebate on the property at which you reside. If you are no longer living on the property for which a rebate has been granted an adjustment to your rates will be required.

## Details of affected property - complete a form for each property affected by the name or address change

Assessment No.	<input type="text"/>	Property location (e.g physical address)	<input type="text"/>
Account No.	<input type="text"/>		

## Acknowledgment

By signing this Change of Name and Address form you are verifying that the information provided on this form is correct.

**If a joint account, please have all account holders sign. If the account is held by a company, please have one director and the company secretary each sign. If you are signing for and on behalf of another person or entity, please state the capacity in which you sign, in the signature box below.**

Name of person completing form	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of second required authorisation	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Muswellbrook Shire Council is committed to protecting your privacy.** We take all reasonable steps to comply with relevant legislation and Council policy. For further information phone 02 6549 3700 or email [council@muswellbrook.nsw.gov.au](mailto:council@muswellbrook.nsw.gov.au).