



Richmond Valley Council

Direct Debit Service Agreement

Please complete this form (in black ink)

1. Your Details	
Rates/Water-Sewer/Debtor Number.....	
Full Name/s as per notice	
.....Title: Mr /Ms /Mrs/Miss/Mr & Mrs	
Property Address:.....	
Postal address:	
.....Postcode.....	
Day-time telephone: Mobile:	
Email:	

Direct Debit Details	
New Request <input type="checkbox"/> Amendment to direct debit arrangement <input type="checkbox"/> Cancellation of direct debit <input type="checkbox"/>	
BSB: No.....-.....Account Name:.....	
Account Number:Financial Institution.....	
TYPE	AMOUNT
RATES	\$.....Date...../...../.....Weekly/Fortnightly/Monthly/Quarterly/Annually
WATER/SEWER	\$Date...../...../.....Weekly/Fortnightly/Monthly/Quarterly
DEBTOR	\$Date...../...../.....Weekly/Fortnightly/Monthly
Name (Print)..... Signature.....	
Date...../...../.....	
Name (Print)..... Signature.....	
Date...../...../.....	
Please see conditions listed on the back of this form	
PLEASE ALLOW 14 DAYS FOR THE REQUEST TO BE ACTIONED	

Conditions

A direct debit deduction can occur at any time on the specified date and if the scheduled payment falls on a public holiday the deduction will occur the business day prior to the public holiday.

It is the responsibility of the customer to ensure that the nominated account can accept direct debits and that funds are available in the account on the due date.

Any direct debit payment that is dishonoured will be reversed and a dishonor fee will be charged to the rates/water-sewer or debtor account.

You may cancel the direct debit or change your nominated account by advising Council by completion of a direct debit form allowing for 14 days before the next nominated payment is due.

If you wish to cancel your direct debit and recommence at a later date a new direct debit form is required to be completed and lodged with Council allowing 14 days from the lodgement date for processing.

The direct debit request will remain in force until Council is advised of it to be cancelled by the completion of the nominated direct debit form.

It is recommended that you review your Direct Debit Payments on a regular basis – minimum July/August annually.

Privacy and Personal Information Protection Notice

Purpose of collection: Public access to Council's documents.

Intended recipients: Council staff and is publicly available under the Government Information Public Access Act 2009.

Supply: Voluntary, a consequence of non- provision is that insufficient information will be provided.

Access/Correction: Requests for access / correction of information under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998, contact the Council's Right to Information Officer.

Storage: This form will be recorded in Council's Corporate Records Management System upon receipt.

Please lodge this form with Richmond Valley Council by mail, in person, via fax or email

Mail	In Person	Fax
Richmond Valley Council Locked Bag 10 Casino NSW 2470	Casino Office: Cnr Walker Street & Graham Place, Casino Evans Head Office: Cnr Woodburn Road & School Lane, Evans Head	(02) 6660 1300

Email: council@richmondvalley.nsw.gov.au

Office use only:

PropertyID Application No