



Direct Debit Service Agreement

10 Graham Place, CASINO
19-25 Woodburn Street, EVANS HEAD
Locked Bag 10, CASINO, NSW, 2470
Phone: 02 6660 0300 Fax: 02 6660 1300 council@richmondvalley.nsw.gov.au

Your Details

Property ID / Debtor number:

Full Name as per notice:

Property Address:

Postal Address:

Telephone:

Mobile:

Email:

Payment Details

	Amount	Commencing	Payment Frequency
Rates	\$	/ /	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly
Water/Sewer	\$	/ /	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly
Debtor	\$.	/ /	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly

Direct Debit Details

New Request

Amendment to existing arrangement

Cancel Direct Debit

BSB:

Account Name:

Account Number:

Financial Institution:

Authorisation

I/We understand and acknowledge that:-

Interest applies on all overdue balances in accordance with the Local Government Act 1993 regardless of any payment arrangement.

This arrangement is subject to approval by Council

If unable to make a payment arrangement please contact Council asap

If a payment arrangement is broken and no alternative payment arrangement is entered into, Council may consider action to recover the overdue balance at any time after the arrangement is broken.

Name:

Signature:

Date:

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 dishonour 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.

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.