



Direct Debit Service Agreement

Your Details

Property ID / Debtor Number: _____

Full name as per notice: _____

Property Address: _____

Postal address: _____

Phone: (H) _____ (W) _____ (M) _____

Email: _____

Payment Frequency

| | Amount | Date Commencing | Payment Frequency | | | | |
|---------------|--------|-----------------|-------------------|--------|-------|-------|--------|
| Rates | \$ | | Wkly | Frtnly | Mthly | Qtrly | Annual |
| Water / Sewer | \$ | | Wkly | Frtnly | Mthly | Qtrly | |
| Debtor | \$ | | Wkly | Frtnly | Mthly | Qtrly | Annual |

Payment Details

| New request | Amend existing arrangement | Cancel direct debit |
|------------------------------|----------------------------|---------------------|
| Account Name: _____ | BSB: _____ | |
| Financial Institution: _____ | Account Number: _____ | |

Conditions

A direct debit deduction can occur at any time on the specified date. 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 the nominated account can accept direct debits and funds are available in the account on the due date. Any direct debit payment dishonoured will be reversed and a dishonour fee will be charged to the corresponding Council account.

You may cancel the direct debit or change your nominated account by advising Council by the completion of a direct debit form, allowing 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 in writing of a request for cancellation by completion of the nominated direct debit form.

Authorisation

I/We understand and acknowledge,

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

This arrangement is subject to council approval

If unable to make a payment arrangement, contact Council immediately

If a payment arrangement is broken and no alternate 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:

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.