



## REQUEST FORM

# DIRECT DEBIT - RATES

ABN: 43 826 151 424

I/We \_\_\_\_\_

(name of ratepayer(s) giving the DDR)

authorise you, Circular Head Council, APCA User ID Number 069879 to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed through the Bulk Electronic Clearing Systems (BECS).

Day Contact Phone: \_\_\_\_\_

**Property Details** (please complete a separate request form for each property)

Property Identifier \_\_\_\_\_

Property Address \_\_\_\_\_

**Bank Account Details** (All details must be supplied)

Name of Financial Institution \_\_\_\_\_

Account Name \_\_\_\_\_

BSB & Account Number 

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**Service Agreement and Payment Options** (please tick one box only)

☐ I/We request that you debit my/our account in accordance with our Agreement

a. **One payment in full (with discount) as per Rates Notice** (End date \_\_\_\_\_)

b. **Paying by 3 Instalments as per Rates Notice** (End date \_\_\_\_\_)

**OR**

☐ I/We request that you debit my/our account in accordance with our Agreement and subject to one of more of the following conditions:

c. **Paying by regular instalments**

Frequency per week/ fortnight/ month

Amount \$ \_\_\_\_\_

First & Final payment dates \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**I understand that if annual rates are not cleared by the last instalment date, a penalty as noted on my rate demand, will be applied to any amount outstanding after the due date (normally 28 February)**

### **Customers' Authority**

I/We authorise the following:

1. The Debit User to verify the details of the abovementioned account with my/our Financial Institution
2. The Financial Institution to release information allowing the Debit User to verify the abovementioned account details.

This authorisation is to remain in force in accordance with the terms described in the Service Agreement.

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# CIRCULAR HEAD COUNCIL

ABN: 43 826 151 424

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. The customer will be advised 14 days in advance of any changes to the Direct Debit arrangements.
2. For all matters relating to the Direct Debit arrangements, the Customer will need to:
  - ◆ please contact our Revenue Officer on (03) 6452 4837, or
  - ◆ visit the Circular Head Council offices, or
  - ◆ send written correspondence to P O Box 348, Smithton clearly outlining your issue/request

Please allow 14 days for any amendments to take effect.

3. The Customer should be aware that direct debiting through BECS is not available on all accounts, and account details should be check against a recent statement from its Financial Institution. If you are in any doubt, please check with your Financial Institution before completing this authority.
4. It is your responsibility to ensure sufficient cleared funds are in the nomination debiting account when the payments are to be drawn.
5. If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the next working day. If the customer is in any doubt, please contact Council for further clarification.
6. If more than two (2) consecutive payments are returned, the Direct Debit will be cancelled.
7. All customer records and account details will be kept private and confidential to be disclosed only at the request of the Customer or Financial Institution in connection with a claim made to an alleged incorrect or wrongful debit.
8. Penalties will be applied to any amount outstanding after the final instalment date.

### Privacy Statement

The personal information on this form is required by Council for rates purposes under the Local Government Act 1993. We will only use your personal information for this and related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our **Privacy Policy**, which is available at [www.circularhead.tas.gov.au](http://www.circularhead.tas.gov.au) or at Council office.