

# Direct Debit Request

## Periodic / Annual Payments



I /We \_\_\_\_\_ authorise you (Newcastle City Council Council, User ID No 086882) to arrange for funds to be debited from my/our account at the financial institution identified in Schedule 1 below, and, if provided, according to the details specified in schedule 2.

This authorisation is to remain in force in accordance with the terms described in the [Direct Debit Request Service Agreement] **Refer Service Agreement.**

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Council as set out in this Request and the Direct Debit Request Service Agreement.

Postal Address \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Customer's Signature(s) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Schedule 1: Details of the Bank Account to be debited (All of the details for schedule 1 must be supplied)

Name of the financial institution: \_\_\_\_\_

Address of financial institution: \_\_\_\_\_

Bank Account in Name of (full names)

(Given Name(s))

(Surname(s) or company/Business Name)

BSB No.

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Bank Account No.

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### Schedule 2: Payment Details

This payment is for Rates and Charges on the following property:

Address of Property: \_\_\_\_\_

Rate Account No.

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### Periodic payments and quarterly or annual payments

Quarterly

Annually (please tick the appropriate box)

Choose date to commence Quarterly Instalment deductions

First Payment Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Final Payment Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*If payments are not to continue for future years.*

- Monday 31 August 2015
- Monday 30 November 2015
- Monday 28 February 2016
- Monday 31 May 2016

# Direct Debit Request

## Periodic / Annual Payments



Frequency of Debit:  Fortnightly  Monthly

Amount of Debit \$ \_\_\_\_\_

First Payment Date: \_\_\_/\_\_\_/\_\_\_ *Refer to date schedule on web*

Final Payment Date: \_\_\_/\_\_\_/\_\_\_

### Lodging your request for Direct Debit

#### By mail:

The General Manager  
Newcastle City Council  
P O Box 489  
**NEWCASTLE NSW 2300**

#### In person:

Newcastle City Council  
282 King Street  
Newcastle NSW 2300

#### Email:

[mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

### Protecting your privacy

Newcastle City Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council's Privacy Management Plan.

**Purpose:** This is a request to pay your rates and charges using Direct Debit using periodic payment.

**Intended recipients:** Council's Rates team. This Team is part of the Finance Business Unit which belongs to the Corporate Service Group

**Supply:** The supply of this information is voluntary

**Consequence of Non Provision:** Council will be unable to implement this method of payment for you.

**Storage and security:** Your information will be stored in the electronic database and will only be available to Officers in the Rates Team

**Access:** Your information can be checked for accuracy by calling (02) 4974 2000