

DIRECT DEBIT REQUEST



Details of Account to be Debited

(All details must be supplied)

Account Name

Name of the Financial Institution

Branch Name

BSB number

Account Number (not Credit Cards)

Verified by Council

Date: Intl:

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

Please tick the appropriate box

- Rates in Full Rates by Instalment Water Charges Debtor Accounts

OR Fortnightly/Monthly Payments of

First payment date: _____ Final payment date: _____ or until further notice.

RATES:

Assess. No:

\$

WATER:

Account No:

\$

DEBTOR:

Account No:

\$

I/We

SURNAME:

GIVEN NAMES:

ADDRESS:

PHONE No:

authorise the Corowa Shire Council, Debit User Id 301901, to arrange for funds to be debited from my/our account at the financial institution identified above and as prescribed above through the Bulk Electronic Clearing System (BECS), **and;**

the Corowa Shire Council to verify the details of the abovementioned account with my/our Financial Institution **and;**

the Financial Institution to release information allowing the Debit User to verify the abovementioned details.

This authorisation is to remain in force in accordance with the terms described in the Service Agreement. (See over.)

Signed by the Customer(s):

Date: / / 200

Date: / / 200



Corowa Shire

...the choice

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 including, Deferment, Alterations, Stop to a Debit Item or Cancellation of a DDR, the Customer will need to do one of the following:-
 - Call our Rates Department on (02) 6033 8970
 - Visit one of our offices in Corowa, Howlong or Mulwala
 - Send written correspondence to PO Box 77 Corowa NSW 2646 outlining the request/issue
 - Email council@corowa.nsw.gov.au outlining the request/issue
 - Allow for 14 days (duration) for the amendments to take effect.
3. The Customer should be aware that:
 - a Direct debiting through BECS is not available on all accounts; and,
 - b Account details should be checked against a recent statement from its Financial Institution,If you are in any doubt, you should check with your Financial Institution before completing the drawing authority.
4. It is your responsibility to ensure sufficient cleared funds are in the nominated 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.
6. Returned unpaid transactions will be treated in a similar manner to dishonoured cheques. The payment transaction will be reversed. Customers will be advised in writing. A dishonour charge will apply. Should a customer have two or more returned unpaid transactions then Council will reserve the right to terminate this direct debit agreement.
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.