

# Direct Debit Request Form

Break O'Day Council - 32-34 Georges Bay Esplanade, St Helens TAS 7216

Phone: (03) 6376 7900 Email: [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au)

ABN. 96 017 131 248

## **Customer Authority:**

I/we authorise the Break O'Day Council (APCA User ID Number 205201) to arrange for funds to be direct debited from my/our account at the financial institution identified and as prescribed below through the Bulk Electronic Clearing System (BECS).

I/we further authorise:

1. The debit user to verify the details of the above mentioned account with my/our financial institution.

### **Customer 1.**

Print Full Name: .....

Signature: .....

Contact No.: .....

Email: ..... Date: ...../...../.....

### **Customer 2. (if joint account)**

Print Full Name: .....

Signature: .....

Contact No.: .....

Email: ..... Date: ...../...../.....

### **Property Identification Details:**

Property Identification (PID) Number: .....

(The Property Identification Number, is the Property No. that appears under your name and address on your rates notice and assists Council in identifying your property)

Street No. and Name: .....

Suburb: ..... Post Code: .....

Nominated Password: ..... (For Phone Enquiries)

### **Please Debit My...**

#### **Bank/Financial Institution**

Name of Institution.....

Branch:.....

Account Name: .....

#### **BSB Number:**

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#### **Account Number:**

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**Privacy Statement:** The personal information requested on this form is being collected by Council for direct debit facility purposes. The personal information will be used solely by Council for that primary purpose or directly related purpose. Council may disclose the information to authorised officers of Break O'Day Council or data service providers engaged by Council.

If you cannot provide or do not wish to provide the information sought, Break O'Day Council will be unable to process your request.

You may make application for access or amendment to information held by Council. Enquiries concerning the matter can be addressed to the Information Officer, Break O'Day Council 32-34 Georges Bay Esplanade, St Helens TAS 7216, or email [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au).

**Direct Debit Options - Please select one option below**

(Please note that if you select one of the first three options listed below, and your rates are for the current financial year only, and are not in arrears, then no interest or penalties will be charged. This is conditional upon you meeting all payments as per this agreement.)

**Option 1.**

I would like to pay my rates in full on the due date and receive the full discount amount.  
*(The payment will be processed on the due date in full, less the discount amount as per your rates notice)*

**Option 2.**

I would like to pay my rates by four (4) instalments on the due dates.

**Option 3.**

I would like Council to calculate the amount payable based on weekly, fortnightly or monthly payments as indicated below.

*(Council will calculate the amount payable based on the date of this application and the amount owing, ensuring all monies will be paid by the end of the current financial year. )*

**NOTE: If you select this option, your payment amount may be varied if there are any changes to your property rates during the year. Council will advise you in writing if this is to occur.**

Payment start date: ...../...../..... *(Please allow at least seven (7) days for the direct debit to be processed by Council)*

Select one period:  Weekly  
 Fortnightly  
 Monthly

**Option 4.**

I would like to choose the payment amount and schedule for my direct debit.

*(Please note, if you choose this option and you do not ensure payment in full by the end of the current financial year, penalties and interest may apply without notice)*

Payment start date: ...../...../..... *(Please allow at least seven (7) days for the direct debit to be processed by Council)*

Select one period:  Weekly  
 Fortnightly  
 Monthly

Amount of each payment: \$.....

**Important Information:**

- Please ensure you have sufficient funds in your account so payments can be met. Any fees incurred by Council due to a rejected payment will be added to your account along with any penalties or interest that may have been incurred.
- If, for any reason you are unable to make a payment, please contact Council as soon as possible so that alternative arrangements can be discussed.

# **Terms & Conditions**

## **Our Commitment to You**

This document outlines our service commitment to you in respect of the Direct Debit Request arrangement made between the Break O'Day Council and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

## **Terms of the Arrangements**

In the terms of the Direct Debit Request arrangements made between the Break O'Day Council and you, we undertake to periodically debit your nominated account for the agreed amount for payment of your rates account.

## **Drawing Arrangements**

If any drawing under this arrangement falls due on a non-business day, it will be debited from your account on the next business day following the scheduled drawing date.

If you wish to discuss any changes to the initial terms of your arrangement, you can contact Council's Rates Officer on 6376 7900 during business hours or by email [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au)

The first time that your drawing is rejected or dishonoured by your financial institution you will be contacted regarding either a redraw of the amount or an alternative payment.

After two (2) dishonoured payments your agreement with Council will be terminated, unless you have previously made contact giving a reason for the dishonour and have made arrangement to make alternative payment.

A fee of \$2.50 per dishonoured or rejected payment will be charged by Council in addition to any charges made by your financial institution for a dishonoured payment.

## **Your Rights**

The direct debit arrangement is designed to ensure that all rates and charges which are due to Council will be paid on or before 30 June in that financial year.

It should be noted that in accordance with the *Local Government Act 1993*, any payment made will first be credited to any penalties or interest already accrued and any arrears before the current rates.

If you would like to make any changes to the direct debit arrangement you have with Council you must give 14 days notice, it is important that you contact us and not your bank to request any changes to the following:

- Altering the schedule of your payments.
- Stopping an individual payment.
- Suspending the direct debit.
- Deferring a payment.
- Cancelling the direct debit completely.

There is an option to attach a password to your account to allow you to phone us and make changes to your arrangement (if no password is selected, you must put all changes in writing). It is your responsibility when selecting a password to ensure that it is not easily identifiable by a third party.

## **Your Commitment To Us**

It is your responsibility to ensure that:

- Your nominated account can accept direct debits under Council's scheme; and
- You advise us if the nominated account is transferred or closed.

## **Interest/Penalty Charges**

If your arrangement to pay by direct debit is for the current year's rates only, and they will be paid by 30<sup>th</sup> June in the corresponding financial year, no interest or penalties will be charged (providing that all payments have been met as per your agreement). This incentive will cease if one (1) payment is dishonoured, in which case interest and penalties will be calculated in accordance with the Rates Resolution of Council.

If your arrangement to pay by direct debit includes brought forward arrears, interest will be applied to these amounts along with penalties and interest on current rates amounts as they become overdue.

**If you have any queries regarding your direct debit arrangement with Council, please contact our Rates Department on 6376 7900.**