

DIRECT DEBIT REQUEST



1. Customer(s) Authority

Name
I/We

Email Phone/Mobile

Email Phone/Mobile

Name of Debit User APCA User ID Number

Authorise you City of Parramatta 2749

To arrange for funds to be debited from my/our account at the financial institution identified below through the Bulk Electronic Clearing System (BECS). I/we will advise Council of the withdrawal of this authority and will not hold Council responsible for any action arising from my/our failure to do so.

2. Property Details

Please accept this application to pay my/our rate account by the due date, by direct debit on my/our property at:

No. Street Suburb

Postcode Assessment Number

3. Details of the Account to be Debited (All details must be supplied. Credit cards are NOT accepted)

Bank Name Branch

Account Name BSB -

Account Number

4. Payment Details

Please tick below to indicate your chosen method of payment

Full year payment (Total amount stated on Rates Notice) Quarterly instalments (Amount stated on Quarterly Instalment Notice)

Please select one Weekly Fortnightly Monthly

Special arrangements to pay (As agreed by you and City of Parramatta) Debit start date Amount

I/We authorise the following:

1. City of Parramatta verifies the details of the abovementioned account with my/our Financial Institution.
2. The Financial Institution to release information allowing City of Parramatta to verify the abovementioned account details.
3. I/We will advise City of Parramatta of the cancellation of this authority should I/We wish to stop paying direct debit, or upon the sale or transfer of the property from my/our ownership, and will not hold City of Parramatta responsible for any action arising from not doing so.

Signature(s) Date

PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH RATE ACCOUNT YOU WISH TO PAY BY DIRECT DEBIT

DIRECT DEBIT REQUEST SERVICE AGREEMENT



City of Parramatta
PO Box 32
Parramatta NSW 2124
council@cityofparramatta.nsw.gov.au

126 Church Street
Parramatta NSW 2150
Rates Department
Phone: 9806 5441 Fax: 9806 5911

1. Debiting your account

- (a) By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.
- (b) We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request
- (c) If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

2. Changes

- (a) We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen **(14) days** written notice.
- (b) You may stop, cancel, or defer a debit payment, or terminate this agreement by providing us with at least fourteen **(14 days)** notification by writing to council@cityofparramatta.nsw.gov.au or PO Box 32, Parramatta NSW 2124

3. Range of accounts

- (a) Direct debiting may not be available on all accounts. Accounts such as credit cards of any kind, and certain bank accounts (e.g. passbook accounts) can NOT be used for City of Parramatta Council's direct debiting payment method. If you are unsure if your account is suitable, please contact your financial institution.
- (b) You are encouraged to regularly check the account details against recent statements from your financial institution and before you complete the Direct Debit Request.

4. Sufficient funds

- (a) You must ensure that you have sufficient clear funds available in the relevant account by the due date to permit the direct payment.
- (b) If there are insufficient clear funds in your account to meet a debit payment, you may be charged a fee and/or interest by your financial institution.
- (c) Council may also charge a dishonour fee, as specified in Council's Fees and Charges.

5. Due date

When the due date for payment falls on a day, which is not a business day, it is taken to be due on the next business day. If you are unsure which day payment will be made you should check with Council or your financial institution.

6. Privacy

Council is collecting your personal information in order to enable Council to set up your Direct Debit Request. The intended recipient of the information is City of Parramatta Council. While the supply of this information is voluntary, the personal information you provide will enable Council to set up the Direct Debit Request. The personal information can be accessed by you and may also be available to third parties in accordance with Council's Access to Information Policy and Privacy Management Plan. You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. Council is the agency that holds the personal information. Council may be contacted on 9806 5000 or at 126 Church Street, Parramatta NSW 2150.

7. Definitions

Account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

Agreement means this Direct Debit Request Service Agreement between you and us.

Business Day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit Day means the day that payment by you to us is due.

Debit Payment means a particular transaction where a debit is made.

Direct Debit Request means the Direct Debit Request between us and you.

Rates Notice means a notice for rates and charges issued by us in accordance with the *Local Government Act 1993*.

Us or **We** means City of Parramatta Council ABN 49 907 174 773 (User ID 2749), the debit user you have authorised by requesting a Direct Debit Request.

You means the customer who has signed or authorised by other means the Direct Debit Request.

Your Financial Institution means the financial institution nominated by you on the Direct Debit Request at which the account is maintained.