



DIRECT DEBIT REQUEST

Bank Account Holder's Authority

I/We _____
Name(s) of bank account holders

Authorise you **Warringah Council 011590** (APCA User ID Number)
To arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS).
This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement on the reverse side of this request, and is to be debited for the instalment amount (including any arrears and interest) on the due date as stated on the Rates and Charges notice.

Details of Bank Account to be Debited

{ _____
Name and Address of Financial Institution

{ _____
Bank Account in the Name of

{ | _____ |
BSB Number

{ | _____ |
Account Number

- I/We authorise the following:*
- Council to verify the details of the above mentioned account with my/our Financial Institution,*
 - The Financial Institution to release information allowing Warringah Council to verify the above mentioned account, and*
 - I/We will advise Warringah Council of the cancellation of this authority should I/we wish to stop paying by direct debit or transfer the property from my/our ownership, and will not hold Warringah Council responsible for any amount debited due to failure to notify. ★*

Signed by the Bank Account Holder

{ _____
Bank Account Holder's Signature(s) **Date**

{ _____
Daytime Contact Phone Number

Rates Account for Payment

{ _____
Property Address

{ _____
Property Owners

{ | _____ |
Rates Reference Number

★ **Signature(s) of owner(s)**
if not the bank account holder above

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



DIRECT DEBIT SERVICE AGREEMENT

1. This agreement is between the Direct Debit User (Warringah Council – User ID No. 011590) and you (the Customer). All notices for Rates and Charges will continue to be issued in accordance with the provisions of Section 546 of the Local Government Act 1993.
2. Council will draw the instalment amount (including any arrears and interest) on the due date of the instalment. In the event of the due date falling on a non-business day, the amount will be drawn on the next business day.
3. It is the responsibility of the customer to ensure that their nominated account can accept Direct Debits. (**Council can not direct debit a credit card**)
4. Applications received will be active for the subsequent instalment. They must be received at least 14 days prior to the instalment due date. Any applications received within the 14 days prior to the due date will take effect for the following instalment.
5. It is the responsibility of the customer to ensure that funds are available in the account on any due date. Any Debit which is dishonoured will be reversed from the rates account and interest will be charged whilst the instalment remains unpaid. You may also incur additional charges from your bank, in addition to any dishonour fee charged to Council by the bank.
6. Customers may cancel the Direct Debit Request with a minimum of 5 business days notice. (Refer Item 8)
7. All customer information will be kept confidential, except as required by Councils financial institution and the law.
8. Any alterations to customer or banking details must be initialled by the applicant. (Liquid Paper or similar products must not be used to correct errors)
9. All enquiries regarding this Direct Debit Request are to be referred to Council's Rates Department by phoning (02) 9942 2922. Business hours are between 8:30am and 5:00pm Monday to Friday.