

DIRECT DEBIT REQUEST FORM

I/We authorise Snowy Valleys Council ABN 53 558 891 887 (User ID 208255) to arrange funds to be debited from my/our account at the financial institution identified in Schedule 1 below, and according to the details specified in Schedule 2, Direct Debit Service Agreement enclosed.

Name: _____
(Shown on rate notice)

Assessment No. or Debtor Code: _____
(shown on rate notice/invoice)

Postal Address: _____

Property Address: _____
(if different from above)

Phone: _____ Mobile: _____

DETAILS OF ACCOUNT TO BE DEBITED

Name bank account is held in: _____

Name of financial institution: _____

Branch location: _____

BSB No: _____ Account No: _____

PAYMENT DETAILS

Payment Plan: Regular frequently instalments Specific Rate, Instalment or Water Payments

Payment Allocation: Rates Water Debtors

Payment Frequency: Weekly Fortnightly Monthly Quarterly
 Bi-Annual (Water) Annual

**Payments are processed on the Friday of each period.
Any arrears must be paid in full by due date of the next bill.**

Amount: \$ _____ Commencement Date: _____

Direct Debit is not available on the full range of bank accounts. If in doubt please contact your financial institution. You request Snowy Valleys Council (user ID 208255) to arrange for funds to be debited through the bulk electronic clearing system (BECS) from the nominated institution account to pay your Snowy Valleys Council account. The first Direct Debit will occur on the first Friday after the date specified above.

By signing below I/we acknowledge we have read and agreed to the terms of the Direct Debit Request Agreement attached and are authorised signatories of the bank account specified.

Customer Signature/s: _____

Date: _____

Please return to your closest Snowy Valleys Council Building. See Address at top of page.

DIRECT DEBIT REQUEST FORM

Application of this agreement

This Service Agreement relates to customers making payment by Direct Debit via their bank account to Snowy Valleys Council ABN 53 558 891 887 (User ID 208255) and who completed all information and signed Snowy Valleys Council Direct Debit Form.

By entering this agreement, Snowy Valleys Council will ensure that:
We will provide at least 14 days' notice before any change to terms of the debit arrangement.

Council will keep information relating to your nominated financial institution account confidential, except where permitted by law or required by conducting Direct Debits with your financial institution and for a related query, dispute or claim.

Council will debit your nominated financial institution account starting on the first Friday following the date and frequency chosen by you, on the Direct Debit Request with the following amount deducted based on the frequency you also indicated on the Direct Debit Request. It is important that if the date falls on a non-working day or public holiday, the payment will be processed on the next working day.

Snowy Valleys Council is to be given 14 days notice of any changes to the Direct Debit Request details. This includes nominated financial institution, BSB, account number or details, stop or deferring of amount to be deducted, suspension of future Direct Debits or cancelling Direct Debit.

It is the customers responsibility to ensure sufficient cleared funds are available in the nominated debiting account when payments are drawn. Council will not be responsible for dishonour fees and may apply an administration fee (in accordance with the Fees & Charges Policy) where appropriate. Should payments be returned on a second occasion, the Direct Debit payment options may be cancelled and you will be required to pay the balance of the arrears or outstanding amounts immediately.

All authorising signatories are required to sign the Direct Debit Request.

HOW TO RETURN THIS FORM

You can return the completed application form via:

Email	info@svc.nsw.gov.au
Mail	Tumbarumba Office PO Box 61, Tumbarumba, NSW 2653
	Tumut Office 76 Capper St, Tumut NSW 2720
In Person	Tumbarumba Office Cnr Bridge & Winston St, Tumbarumba
	Tumut Office 76 Capper St, Tumut
Our offices are open to the public Monday to Friday 8:30am - 4:30pm (excluding public holidays)	

PRIVACY STATEMENT

Snowy Valleys Council (council) is collecting your personal information solely for the purpose of administering this application. Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer.