



**Please return completed form:**  
**By post:** Reply Paid 62, Blayney NSW 2799  
**By email:** revenue@blayney.nsw.gov.au  
**Further enquiries:** Telephone: 02 6368 2104

## Direct Debit Request

Customers' Authority

Name of Customer(s) Giving the Direct Debit Request

I/We

Name of Debit User

Authorise you

To arrange funds to be debited from my/our account at the financial institution identified below. This authorisation is to remain in force in accordance with the terms described in the Direct Debit Request until altered in writing.

Name & Address of the Financial Institution

Details of the Account to be Debited

Account Name

  


BSB Number

Account Number

(All details must be supplied)




Payment Details -

The payment is for (Property Address)

Identified by

Rates Assessment Number/s



Please tick the Box

I/We request that you debit my/our account in accordance with our Agreement

Minimum amount to be debited for Rates

Minimum amount to be debited for Debtors

Frequency of debt  Yearly  Quarterly  Weekly  Fortnightly  Monthly

ALLOW ACCOUNT TO BE IN CREDIT YES / NO

The opportunity to pay by Direct Debit will be cancelled if two (2) consecutive payments are rejected. All rejected payments are subject to Council and Financial Institution charges.

I/We authorise the following:

- The debit user to verify the details of the abovementioned account with my/our financial institution.
- The financial institution to release information allowing the debit user to verify the above mentioned account details.

1<sup>st</sup> Name & Signature

Date

Contact Phone Number




Contact Email Address: \_\_\_\_\_

2<sup>nd</sup> Name & Signature

Date

Contact Phone Number




The information you provide is personal information for the purpose of the Privacy and Personal Information Protection Act 1998. The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. This personal information is collected from you in order to process your application.

Office use only: Officer Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Comments: \_\_\_\_\_

Details Entered into SynergySoft: YES / NO Entered by: \_\_\_\_\_ Date entered: \_\_\_/\_\_\_/\_\_\_

1. Authorised by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ 2. Authorised by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

First payment date: \_\_\_\_\_ Added memo to SynergySoft: \_\_\_\_\_

# BLAYNEY SHIRE COUNCIL

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

1 Debiting details (if not contained in the DDR form)

Maximum amount to be debited	\$
<hr/>	
Frequency of debit	
<hr/>	
First payment date	/ /
<hr/>	
Final payment date	/ /
<hr/>	

2 The customer will be advised 14 days in advance of any changes to the Direct Debit arrangements;

3 For all matters relating to the Direct Debit arrangements, the Customer will need to:

- Phone Blayney Shire Council on (02) 6368 2104 or by email [revenue@blayney.nsw.gov.au](mailto:revenue@blayney.nsw.gov.au)

**and/or**

- Visit Blayney Shire Council at council offices:  
91 Adelaide Street  
Blayney NSW 2799

**and/or**

- Send written correspondence to the following address outlining the request/issue:  
Blayney Shire Council  
Reply Paid 62  
Blayney NSW 2799

**and**

- Allow approximately seven days for the amendments to take effect.

4 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 Ledger Financial Institution before completing the drawing authority/

5 It is the Customer's responsibility to ensure sufficient cleared funds are in the nominated debiting account when the payments are to be drawn.

6 If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the next/previous (Blayney Shire Council to pick one) working day. If the customer is in any doubt, please refer to the Point 3 for further clarifications.

7 For returned unpaid transactions, a dishonour fee as per Councils annual fee's and charges will be charged to the rates assessment or debtor in question.

8 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.