



Third Party Authority Form

Nominating a person as a Third Party Authority means you authorise them to enquire about your property, as well as providing them with access to your personal and financial information.

Adding someone to act as an authority on your account

The person(s)/company in whose name the account is held in, is known as the 'ratepayer'. Legally, this person(s)/company is financially responsible for the account and is the only person Council can deal with.

However, the ratepayer can authorise other people to access the account and give them authority to act on that account in various capacities.

As a Blayney Shire Council ratepayer, you may want a family member, friend or associate to act on your behalf. For example:

- Provide a spouse with access to your account;
- Provide your child access to your account, or
- Provide another individual with access to your account.

Note, the ratepayer still retains full responsibility for the account, and is responsible for the actions of the authority.

Authority

The person(s) nominated:

- Must be 18 years or older;
- Has full authority over your account including authority to set up new Blayney Shire Council services on your account, change account details, cancel services amend payment details and access your Blayney Shire Council financial information;
- Is not financially liable for the costs and debts incurred on your account, unless there is some other legal, contractual, or family agreement furnished to Council that states otherwise.

Verification of a person acting as an authority

To add an authority to your account, you will need to provide Council with their full name, date of birth and account password.

It is important that you ensure these details are correct, as in future; we will use this information to verify the identity of your authorised person(s)/organisation prior to allowing them access to your account information.

If we are unable to verify the full name, date of birth and password given to us by an authority on your account, they will be unable to take action on the account until the account holder updates the relevant information.

Third Party Authorisation

Name of Ratepayer: _____

Postal address: _____

Email address: _____

Contact Number: _____ Mobile: _____

Assessment number: _____

Property Address: _____

Name of person(s)/company authorised by you to act on your behalf as ratepayer:

Name/Organisation: _____

Date of Birth: _____

Relationship to ratepayer: _____

Contact Number: _____ Mobile: _____

Signature: _____

Nominated Password: _____

 **If the ratepayer is unable to submit this form in person, please attach copy of photo ID (with signature) of the ratepayer.**

I/We _____ authorise Blayney Shire Council to provide the nominated authorised person(s)/organisation access to the nominated account above and give them authority to act on my behalf with regards to that account.

I/We acknowledge that the nominated authorised person(s)/organisation has the authority to set up new Blayney Shire Council services on your account, change account details, cancel services, amend payment details and access your Blayney Shire Council financial information. It is also acknowledged that they are not financially liable for the costs and debts incurred on this account unless there is some other legal or contractual agreement furnished to Council that states otherwise.

Signature

Name (BLOCK LETTERS)

Date