



Contact Details:

Postal Address: PO Box 555, Tamworth 2340
Telephone: (02) 6767 5555
Facsimile: (02) 6767 5499
Email: trc@tamworth.nsw.gov.au

Office Location:

108 Queen Street, Barraba
210 Manilla Street, Manilla
Jenkins Street, Nundle
437 Peel Street, Tamworth

DIRECT DEBIT REQUEST

REASON FOR APPLICATION:

New arrangement OR Change - Amount Bank Account Day/Date Frequency

DEBIT TYPE

Select debit type: RATES , WATER OR DEBTORS

A separate application form will need to be completed for each debit type.

SECTION 1: PROPERTY OWNER

Full Name(s)/Company Name _____

Postal Address _____

Contact No _____

Email: _____ Mobile No _____

SECTION 2: PROPERTY DETAILS

Property Address _____

Council Property No _____ (this is located on your rate notice)

SECTION 3: BANK ACCOUNT DETAILS

Savings and Cheque accounts only

Account Holders Name _____

BSB No - Account No

Financial Institution & Branch Address _____

SECTION 2: DIRECT DEBIT OPTIONS

Council will accept weekly, fortnightly & monthly payments but if the quarterly instalments are not paid by the due date *interest charges* will apply on the overdue amount. It is your responsibility to regularly review your deductions to ensure that the instalments are paid by the due dates.

Weekly Payments Amount \$ _____ Payment start Day _____ Date ___/___/___

Fortnightly Payments Amount \$ _____ Payment start Day _____ Date ___/___/___

Monthly Payments Amount \$ _____ Payment start Day _____ Date ___/___/___

Quarterly Instalments Amount as determined by Rate notice, deducted on instalment due date

Annual Amount Amounts as determined by Rate notice, deducted from your account each year on 31st August

IMPORTANT: If there are insufficient funds to process a direct debit payment please call Councils Customer Service on (02)67675555, otherwise a dishonour fee will be charged

SECTION 2: APPLICATION DECLARATION

By signing this Direct Debit request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Tamworth Regional Council as set out in the this request and in your Direct Debit Service Agreement on the rear of this application.

Applicant Name _____

Applicant Signature _____ Date ___/___/___

 <p>REGIONAL COUNCIL Tamworth</p>	 <p>DIRECT DEBIT</p>	<p>Contact Details: <i>Postal Address:</i> PO Box 555, Tamworth 2340 <i>Telephone:</i> (02) 6767 5555 <i>Facsimile:</i> (02) 6767 5499 <i>Email:</i> trc@tamworth.nsw.gov.au</p>	<p>Office Location: <i>108 Queen Street, Barraba</i> <i>210 Manilla Street, Manilla</i> <i>Jenkins Street, Nundle</i> <i>437 Peel Street, Tamworth</i></p>
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DIRECT DEBIT SERVICE AGREEMENT

1 Debiting your account

- 1.1** By signing the Direct Debit Request (DDR) you authorise Tamworth Regional Council (TRC) (User ID 117682), to arrange for funds to be debited from your account in accordance with the agreement. During each Financial Year all notices for rates and charges will continue to be issued in accordance with the provisions under Section 546 of the local Government ACT, 1993, with the Direct Debit amount being adjusted in accordance with the rates and charges levied each Financial Year the Direct Debit is in place.
- 1.2.** Your nominated Financial Institution may in its absolute discretion decide the order of priority of payment by it of any moneys pursuant to this request or any authority or mandate and by notice in writing to you, terminate this request as to future debits.
- 1.3.** TRC will advise you 14 days in advance notice if proposing to vary, suspend or cancel the direct debit terms.
- 1.4.** It is your responsibility to ensure that there are sufficient cleared funds in your nominated account to honour the DDR. The DDR will automatically be cancelled if three direct debit payments are dishonoured within a financial year. In this instance TRC will give 7 days notice in writing if they intend to cancel your DDR.
- 1.5.** Direct debiting through Bulk Clearing System (BECS) is not available on all accounts. If you are in any doubt, please check with your Financial Institution before completing this request.

2 Your obligation

- 2.1.** It is your responsibility to ensure that there are sufficient cleared funds in your nominated account to honour the DDR. TRC may need to pass on details of your DDR to their sponsor bank in BECS to assist with the checking of any incorrect or wrongful debit to your nominated account.
- 2.2.** You should check your account statement to verify that the amounts debited from your account are correct. If at any time you feel that a direct debit against your nominated account is inappropriate or wrong it is your responsibility to notify TRC as soon as possible.
- 2.3** If there are insufficient cleared funds in your account to meet a debit payment or should incorrect information have been provided to TRC:
- a. TRC will treat the payment as if it was never made
 - b. TRC will also charge the cost of dishonoured direct debits against your account.
 - c. You must arrange for the debit payment to be made by another method
- 2.4.** You will advise TRC of cancellation of this DDR in writing should you wish to stop paying by this method, or on sale or transfer of the property from your possession, and will not hold TRC responsible for any action arising from failure to do so.

3 Account Variations and Disputes

- 3.1.** You can modify, defer, stop or cancel this regular Direct Debit Request (DDR) at any time by giving TRC 14 days notice, in writing/email.
- 3.2.** If you believe that there has been an error debiting your account, contact TRC as soon as possible and confirm that notice in writing so that TRC can resolve your query more quickly.

4 Privacy

- 4.1.** Any personal information submitted to TRC will be dealt with according to the Privacy & Personal Information Protection Act (1998), Government Information Public Access Act (2009) and the Local Government Act (1993).
- 4.2.** TRC will only disclose information held about you:
- a. To the extent specifically required by law; or
 - b. For the purposes of this agreement (including disclosing information in connection with any query or claim)

5 Notice

- 5.1** You will continue to receive your notices/accounts by the method in which you have elected, unless you pay your rates in full then you will only receive an annual notice.
- 5.2.** You will not receive a receipt, your bank statement will show the payment has been made to TRC.
- 5.3.** There is NO GST on Rates so no Tax invoice is issued.