

DIRECT DEBIT REQUEST

Customers Authority **NEW** **AMEND EXISTING**

I / We
 Of Company/Organisation
 Of Address
 Contact Number Email

Authorise Indigo Shire Council (User ID 063320) 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 and conditions described on the reverse of this form in conjunction with the following conditions.

I / We request that you debit my / our account in accordance with our agreement and subject to one or more of the following conditions:

Amount to be Debited First Payment Date
 Please Tick: Friday Fortnightly 30th Monthly Quarterly Instalments Annually
 Ongoing / or as advised

Details of Account (please tick and complete one method of payment only)

Financial Institution
 Account Name
 BSB..... Account Number
 Credit Card Details
 Expiry Date CCV

Account Signature/s

Payment is for: Rates Infringement Other

Bill / Ref Number
 Property Number/s
 Client Number/s

Authorisation

I / We authorise the following:

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

Signature
 Date

DIRECT DEBIT REQUEST

Direct Debit Request Service Agreement

- Customers will be advised 14 days in advance of any changes to the direct debit arrangements
- Customers will be required to advise Indigo Shire Council 14 days in advance of any changes to their direct debit arrangements
- It is your responsibility to ensure sufficient cleared funds are in the nominated account when the payments are due to be drawn
- The customer should be aware that
 - Direct debits are not available on all accounts
 - Account details should be checked against statements from your financial institution
- If the due date for payment falls on a non-working day or public holiday the payment will be processed on the next working day.
- For returned unpaid transactions the following procedures or policy will apply
 - No payment will be deemed to have occurred on the Indigo Shire account and a dishonour fee of \$20 may be charged on that account
 - Returned unpaid transactions occurring on 3 consecutive occasions will result in cessation of this agreement; a new Direct Debit Request will be required to be completed and submitted
- All customer records and account details will be kept private and confidential and only disclosed at the request of the customer or financial institution in connection with a claim made to an alleged incorrect or wrongful debit

Should you require further information please contact;

Telephone 03 5728 8000 or 1300 365 003 toll free

Mail PO Box 28 Beechworth VIC 3747

Email info@indigoshire.vic.gov.au