HUON VALLEY COUNCIL

40 Main Street, Huonville
PO Box 210, Huonville 7109
hvc@huonvalley.tas.gov.au
ph: (03) 6264 0300
ABN: 77 602 207 026

DIRECT DEBIT REQUEST (DDR)

CUSTOMER AUTHORITY

Name of customer(s) giving the DDR

I / We

Residential Address

Of

Name of Debit User	APCA User ID Number
HUON VALLEY COUNCIL	207386

Authorise you 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 described in the Service agreement the details of which are shown on the reverse of this form.

I/ We authorise the following:

1. The Debit User to verify the details of the above-mentioned account with my /our Financial institution.
2. The Financial Institution to release information allowing the Debit User to verify the above-mentioned account details.

Signed:

Dated:

Details of the Account to be debited   ***Account Type (Savings, Cheque)***

Name of financial Institution

In the name of

BSB Number   Account Number

☐ ☐ ☐ — ☐ ☐ ☐

Payment Details
This Payment is for   Rates at:

Identified by   Assessment Number:

First Payment   /   /   Date:

Final Payment   /   /   Date:

Under no circumstances will the amount exceed the annual rates of the above property.

Please tick the appropriate box

☐ Monthly instalments. Payment debited on the 15th of each month or the next working day.

☐ Quarterly, debited on the instalment due date.

☐ Fortnightly, debited on Thursday

☐ Other

Direct Debit Request Service Agreement

1. The customer agrees to the Debiting details as contained in the DDR form on reverse side of this form.

2. The customer will be advised 14 days in advance of any changes to the Direct Debit Arrangement including changes to these conditions.

3. Where the customer chooses to continue Direct Debit into future financial years, the council will need to recalculate Debit amounts each year to ensure rates paid in full by the end of the financial year.

4. For all matters relating to the Direct Debit arrangements, the Customer will need to:
    -   Call our rates office on (03) 6264 0300; or
    -   Visit the rates office at 40 Main Street, Huonville; or
    -   Send written correspondence to PO Box 210, Huonville, 7109; and allow 10 days for a new Direct Debit Request, a variation or cancellation to the existing DDR to take effect.

5. The Customer should be aware that:
    -   Direct Debiting through BECS is not available on all accounts: and
    -   Account details should be checked against a recent statement for your financial Institution
    If you are in any doubt, you should check with your financial Institution before completing the Direct Debit Request (DDR).

6. It is the Customers responsibility to ensure there is sufficient cleared funds in the nominated debiting account when the payments are to be drawn. Council will pass on any bank charges for amounts returned unpaid.

7. 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. The customer must ensure sufficient funds remain in the account.

8. For returned unpaid transactions, the following procedures will apply:

- On the first occasion	A warning letter will be sent to the customer
- On the second occasion	The Direct Debit will be cancelled and legal action taken for any overdue amount.

9. 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.

10. In accordance with section 128 of the Local Government Act, 1993 and council's annual rates resolution interest and penalty will be charged on rates which are overdue.

11. Please complete the following information so that we can contact the Customer if necessary.

    Day time hours phone number [   ]

    After hours phone number [   ]

    E-mail Address [   ]

Date: Actioned: (Office Use Only)

It is recommended that you make a copy of the terms of this agreement for you records