



REQUEST AND AUTHORITY TO DEBIT

Your Surname or Company Name: _____

Your Given Names or ABN / ARBN: _____ "you"

request and authorise Dorset Council (APCA User ID 252001) to arrange a debit to your nominated account to pay for rates. This debit or charge will be arranged by Dorset Council's financial institution and made through the Bulk Electronic Clearing System Framework (BECS) from your nominated account and will be subject to the terms and conditions of the attached Direct Debit Request (DDR) Service Agreement.

YOUR CONTACT DETAILS

Please tick your preferred method to receive written correspondence.

Postal Address			
Email Address			
Phone Number			

PROPERTY DETAILS

Property Address			
Suburb	Post Code	Assessment No:	
Property Address			
Suburb	Post Code	Assessment No:	
Property Address			
Suburb	Post Code	Assessment No:	
Property Address			
Suburb	Post Code	Assessment No:	

AMOUNT OF DEBIT & ACCOUNT TO BE DEBITED

Name of Financial Institution:	<input type="text"/>	Branch:	<input type="text"/>
Account Holder Name(s):	<input type="text"/>		
BSB Number	Account Number	First Payment Date	
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Instalments	4 Instalments debited on Instalment Due Dates each year as per rates notice commencing on my elected start date and continuing until my elected end date.		
Calculated	I would like Council to calculate the amount payable based on my elected payment frequency* commencing on my elected start date and continuing until my elected end date. Council will calculate the amount based on the owing monies to ensure all monies will be paid by the end of each financial year.		
Elected	I would like to choose the payment amount based on my elected frequency commencing on my elected start date and continuing until my elected end date.		
*Elected Payment Frequency		Elected Payment Amount	
<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> Elected Start Date
<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually		<input type="text"/> / <input type="text"/> / <input type="text"/> Elected End Date OR
			<input type="checkbox"/> Indefinite (tick)

CONFIRMATION

By signing and/or providing us with a valid instruction in respect to your DDR you confirm that:

1. You are authorised to operate the nominated account; and
2. You have understood and agreed to the terms and conditions set out in this DDR and in the Service Agreement.

YOUR SIGNATURE

Signed in accordance with the account authority on your account:

Signature			
Contact Details	AS ABOVE	Date Signed	

SECOND ACCOUNT SIGNATORY (if required)

Signed in accordance with the account authority on your account:

Signature			
Name		Date Signed	
Postal Address			
Email Address			
Phone Number			

SIGNING FOR A COMPANY (if required)

You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.

Authorised Officer	Name		Signature	
	Position Held		Date Signed	
	Address			
	Email Address			
	Phone Number			
Second Authorised Officer (if required)	Name		Signature	
	Position Held		Date Signed	
	Address			
	Email Address			
	Phone Number			

OFFICE USE ONLY

Date Received		Customer Reference	
Processed By		Date Processed	

This is your Direct Debit Request (DDR) Service Agreement (Agreement) with Dorset Council: APCA User ID 252001, ABN 68 027 137 155 (Council). It explains what your obligations are when undertaking a direct debit arrangement with us. It also details what our obligations are to you as your direct debit provider. Please keep this agreement for future reference. It forms part of the terms and conditions of your DDR and should be read in conjunction with your DDR.

DEBITING YOUR ACCOUNT

1. By submitting a DDR, you have authorised us to arrange for funds to be debited from your nominated account. The DDR and this agreement set out the terms of the arrangement between us and you.
2. Council will only arrange for funds to be debited from your nominated account as authorised in the DDR.
3. If the due date for payment falls on a non-business day or public holiday, the debit will be made on the next business day. If you are uncertain as to when the debit will be processed to your nominated account, contact your financial institution.

AMENDMENTS BY US

Council may vary any details of this agreement or a DDR at any time by giving you at least fourteen **(14) days** written notice sent to the preferred email / address you have given us in the DDR.

HOW TO CANCEL OR CHANGE DDRs

You can cancel or suspend the DDR, or change, stop or defer an individual debit payment at any time by giving at least two **(2) business days** notice. To do so, contact us via phone on (03) 6352 6500, email: dorset@dorset.tas.gov.au.

YOUR OBLIGATIONS

1. To ensure that there are sufficient clear funds available in your nominated account to allow payment to be made in accordance with the DDR. If there are insufficient clear funds in your nominated account to make payment, you may be charged a fee and/or interest by your financial institution.
2. To check your account statement to verify that the amounts debited from your nominated account are correct.
3. To check with your financial institution whether direct debiting is available from your nominated account as direct debiting is not available on all accounts offered by financial institutions.
4. To check with your financial institution before completing the DDR if you have any queries about how to complete the DDR.

DISPUTE

You are entitled to query a direct debit transaction at any time. To dispute a debit amount, call (03) 6352 6500 and our Administration team will follow up and respond to your enquiry in accordance with Council's Customer Service Charter.

DISHONoured PAYMENTS

Council reserve the right to cancel the DDR if three or more drawings are returned unpaid by your financial institution during the term of your DDR. A dishonour fee will also be charged as prescribed in Council's Fees and Charges Schedule.

PRIVACY & SECURITY

Council will keep any information (including your account details) in your DDR confidential and make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information. Council will only disclose information that we have about you to the extent specifically required by law or for the purposes of this agreement (including disclosing information in connection with any query or claim).

CONTACTING EACH OTHER

If you wish to notify Council in writing about anything relating to this agreement, you should write to **Direct Debit Officer, C/- Dorset Council, PO Box 21, Scottsdale TAS 7260** or send your correspondence to dorset@dorset.tas.gov.au. We may send notices either electronically to your email address or by ordinary post to the address you have given us. Any notice will be deemed to have been received on the third banking day after emailing or posting.