

Council Use Only	
Date & time form received:	
Received by:	

Direct Debit Request

(Form Number – L-FINFRM003)

1 Applicants Details

Ratepayer Name (1)		
First		Last
Ratepayer Name (2)		
First		Last
Mobile Number		Home Number
Email Address		
Property Address		
Property Identification Number (PID)		
Postal Address (if different from above)		

2 Details of the Account to be Debited

Please note: credit cards will not be accepted.

Bank Name	BSB (i.e. 733-259) * Required
Account Number - * Required	Account Name - * Required

3 Payment Details

Weekly	Fortnightly	Monthly
\$	\$	\$
Instalments when due (tick if appropriate) <input type="checkbox"/>		Annual in full (tick if appropriate) <input type="checkbox"/>
Commence Date (must be a Friday) <input type="text"/>		End Date <input type="text"/>
Continue indefinitely? Yes <input type="checkbox"/> No <input type="checkbox"/>		

4 Acknowledgement and Signature

- I agree that by typing my name below in 'Name of signatory' I have signed this application (if completing electronically).
- I declare that by signing this form, have carefully read, understand, and accept the conditions referred to in the Direct Debit Request Service Agreement (attached).
- Authorise Latrobe Council, APCA User ID Number 402248, to arrange for funds to be debited from my/our account at the financial institution identified and as prescribed in this application through the Bulk Electronic Clearing System (BECS).

Name of signatory (1)	Name of signatory (2)
<input type="text"/>	<input type="text"/>
Signature (1) {if completing in hard copy}	Signature (2) {if completing in hard copy}
<input type="text"/>	<input type="text"/>
	Date
	<input type="text"/>

5 Submission

Applications can be submitted as follows:

- Email to council@latrobe.tas.gov.au and label the subject of your email "Direct Debit Request"; or
- Mail to PO Box 63, Latrobe, TAS, 7307; or
- Deliver in person to the Council office at 170 Gilbert St, Latrobe.

Personal Information Protection Statement As required under the Personal Information Protection Act 2004
Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to Council.
Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and if necessary, may be disclosed to other public sector bodies, agents, or contractors of Council, in accordance with Council's personal information protection policies.
Failure to provide all required information may result in your application not being able to be accepted or processed.

Direct Debit Request Service Agreement

- 1) The direct debit arrangement requested by the customer (you) is for payment of property rates only and will be accepted or rejected at the discretion of Latrobe Council.
- 2) You may cancel, amend or dispute a direct debit payment at any time.
- 3) Council offers three options for direct debit payments:
 - Ongoing weekly, fortnightly, or monthly payments of a fixed amount; OR
 - Each of the four (4) instalments as listed on your rates notice (please note instalment amounts may change annually); OR
 - One single annual payment in full as listed on your rates notice.
- 4) You will be advised 14 days in advance of any changes to the direct debit arrangements. You should allow 14 days for the changes to take effect.
- 5) It is your responsibility to ensure that:
 - Sufficient cleared funds are available in the nominated account on the due date.
 - The account you nominate permits direct debiting, as direct debit through BECS is not available on all accounts.
 - You notify the Council if the nominated account is transferred or closed.
 - You notify the Council if the property for which rates are being debited is sold.
 - The information provided within this application is accurate, and there have been no misrepresentations or omissions.
- 6) If the nominated day falls on a weekend or public holiday, deductions will be made on the next business day.
- 7) For returned unpaid transactions, the following procedure will apply:
 - The scheduled payment against your rates account will be reversed.
 - You may need to make alternative arrangements to pay the missed transaction.
 - If you have two (2) consecutive returned unpaid transactions your direct debit agreement will be cancelled. A dishonour fee may be added to your rates account.
- 8) All customer records and account details will be kept private and confidential to be disclosed only at your request or that of a financial institution in connection with a claim made to an alleged incorrect or wrongful debit, or to verify that a valid authority exists.
- 9) Your payments will be deposited into the following Latrobe Council account:
 - BSB: 067 600
 - Account: 28018319