



KIAMA MUNICIPAL COUNCIL DIRECT DEBIT REQUEST & SERVICE AGREEMENT

APPLICANT DETAILS

Name(s):

Mailing Address:

Suburb:

State:

Postcode:

Telephone/Mobile:

Email:

PROPERTY DETAILS

Property Address:

Suburb:

State:

Postcode:

PAYMENT DETAILS

I/We elect to pay the following accounts by Direct Debit:

Rates OR Debtors

Assessment Number:

Debtor Account:

Monthly Amount: \$

Quarterly Yearly

Commencement will occur in the next direct debit payment cycle as per the frequency you have indicated above.

BANK ACCOUNT DETAILS

Financial Institution:

Account Name:

BSB:

Account Number:

AUTHORISATION

I/We _____ authorise Kiama Municipal Council (APCA User ID 251950) to arrange for funds to be debited from my/our account as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms detailed in the Service Agreement.

Signature:

Date:

Signature:

Date:

TERMS & CONDITIONS

1. Notification that payment is due

If you are paying by quarterly instalments we will always provide you with a notice at least one month before payment is due. On the due date or the last business day of the month, the amount will be debited from the account you have nominated at your financial institution.

2. Change in payment method or cancellation

You may cancel the direct debit or change your nominated account by letting us know in writing at least 7 business days (or such time as agreed with you) before payment is due.

3. Privacy

We will maintain strict control over the information you provide to us and only discuss account matters with you or an authorised representative.

4. Disputes

You may lodge a complaint about your direct debit by contacting Kiama Municipal Council on 02 4232 0444 and quoting the customer reference number shown on your rate instalment notice or debtor invoice. You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

5. Payments returned to Council unpaid

You acknowledge that it is your responsibility to ensure that your account has sufficient funds on the due date to cover the amount payable and to ensure that your account details on the reverse of the form are correct. If your Direct Debit is returned unpaid by your financial institution, we will debit your account an administration fee.

6. Due dates for payment

If the due date falls on a weekend, bank holiday, or public holiday, your payment will be deducted on the last business day of the month.