



City of Nedlands

APPLICATION FOR DIRECT DEBIT ARRANGEMENT

Property Address: _____

Assessment Number: _____

1. I/We _____ request approval to pay the rates balance to the value of \$_____ (as at _____) by form of a payment schedule as outlined below.

Amount to pay: \$_____

Please select one –

Fortnightly – every second Thursday commencing - 24/11/2016

Monthly – 15th of each month

Annually – 15th day of the month before the due date

2. I/We understand that the arrangement will only be accepted if the Direct Debt Request Form is completed and return with this application.

3. I/We understand that interest will continue to accrue at 11% pa calculated daily on all outstanding balances until the account is paid in full, and that the final payment amount will be adjusted to clear all accrued interest.

4. I/We understand that there will be a fee of \$43.50 added to the account, relating to this arrangement.

5. I/We understand that the balance of rates is to be settled within the current financial year including any arrears owing from previous year's rates.

6. I/We understand that should two consecutive payments not be honoured then the City of Nedlands will charge any fees incurred to your account and refer the account to a Debt Collection Agency for further action.

7. I/We understand that this request is NOT approved until signed by a City of Nedlands authorising officer.

Signed: _____ Date: _____

Phone Number: _____

Email: _____

NB* the Direct Debit Service Agreement can be viewed at www.nedlands.wa.gov.au.

NB* please return completed form to the City's Administration Centre or by post to PO Box 9 NEDLANDS WA 6909 or email to council@nedlands.wa.gov.au

<p><i>Office Use Only</i></p> <p>AUTHORISING OFFICER _____</p> <p>DATE APPROVED _____</p>



City of Nedlands

Direct Debit Request Form

Request and Authority to debit the account named below to pay
City Of Nedlands

Request and Authority to debit

Surname or Company Name _____

Given names or ACN/ABN _____ ("you")

Request and authorize the City of Nedlands 246991 to arrange, through its own financial institution, for and amount the City of Nedlands may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid the Debit User, subject to the terms and conditions of the Direct Debit Request Service Agreements [and any further instructions provided below]

Insert the name and address of the financial institution at which account is held

Financial Institution name _____

Address _____

Insert details of account to be debited

Name of Account _____

BSB number ____ - ____ - ____

Account Number ____ - ____ - ____ - ____ - ____ - ____

Acknowledgment

By signing this Direct Debit Request Form you acknowledge having read and understood the terms and conditions governing the debit arrangement between you and the City of Nedlands as set out in this request and in your Direct Debit Request Service Agreement.

Payment Details

The first debit may be made on ___ / ___ / ___ and at fortnightly/monthly/annually intervals after that.

Insert your signature and address

Signature _____

(If signing for a company, sign and print full name and capacity for signing e.g. director)

Address _____

Date ___ / ___ / ___



City of Nedlands

Direct Debit Request Service Agreement

Definitions

account means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between *you* and *us*.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by *you* to *us* is due.

debit payment means a particular transaction where a debit is made.

direct debit request means the Direct Debit Request between *us* and *you*

us or *we* means the City of Nedlands, (the Debit User) *you* have authorised by signing a *direct debit request*.

you means the customer who signed the *direct debit request*.

your financial institution is the financial institution where *you* hold the *account* that *you* have authorised *us* to arrange to debit.

1. Debiting your account

1.1 By signing a *direct debit request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *direct debit request* and this *agreement* for the terms of the arrangement between *us* and *you*.

1.2 *We* will only arrange for funds to be debited from *your account* as authorised in the *direct debit request*.

1.3 If the *debit day* falls on a day that is not a *banking day*, *we* may direct *your financial institution* to debit *your account* on the following *banking day*.

If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

2. Changes by us

2.1 *We* may vary any details of this *agreement* or a *direct debit request* at any time by giving *you* at least fourteen (14) days' written notice.

3. Changes by you	<p>3.1 Subject to 3.2 and 3.3, <i>you</i> may change the arrangements under a <i>direct debit request</i> by contacting <i>us</i> on 9273 3500.</p> <p>3.2 If <i>you</i> wish to stop or defer a <i>debit payment</i> <i>you</i> must notify <i>us</i> in writing at least 14 days before the next <i>debit day</i>. This notice should be given to <i>us</i> in the first instance.</p> <p>3.3 <i>You</i> may also cancel <i>your</i> authority for <i>us</i> to debit <i>your</i> account at any time by giving <i>us</i> 14 days notice in writing before the next <i>debit day</i>. This notice should be given to <i>us</i> in the first instance.</p>
4. Your obligations	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>direct debit request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"> (a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; (b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and (c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>. <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p> <p>4.4 If the City of Nedlands is liable to pay goods and services tax ("GST") on a supply made in connection with this <i>agreement</i>, then <i>you</i> agree to pay the City of Nedlands on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.</p>
5 Dispute	<p>5.1 If <i>you</i> believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>us</i> on 9273 3500 and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve <i>your</i> query more quickly.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your</i> account has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. <i>We</i> will also notify <i>you</i> in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding.</p> <p>5.4 Any queries <i>you</i> may have about an error made in debiting <i>your account</i> should be directed to <i>us</i> in the first instance so that <i>we</i> can attempt to resolve the matter between <i>us</i> and <i>you</i>. If <i>we</i> cannot resolve the matter <i>you</i> can still refer it to <i>your financial institution</i> which will obtain details from <i>you</i> of the disputed transaction and may lodge a claim on <i>your</i> behalf.</p>

6. Accounts	<i>You should check:</i>
	<ul style="list-style-type: none"> (a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions. (b) <i>your</i> account details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and (c) with <i>your financial institution</i> before completing the <i>direct debit request</i> if <i>you</i> have any queries about how to complete the <i>direct debit request</i>.
7. Confidentiality	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your direct debit request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <ul style="list-style-type: none"> (a) to the extent specifically required by law; or (b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).
8. Notice	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to the City of Nedlands at PO Box 9, Nedlands WA 6909.</p> <p>8.2 <i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>direct debit request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking</i> day after posting.</p>