

Request and authority to debit the account detailed below to pay Yass Valley Council ABN 50 119 744 650

Request and Authority to Debit			
<b>Full Name or Company Name:</b>			
<b>Company Position or Title:</b>			
<b>ABN:</b>			

“You” request and authorise Yass Valley Council user ID 262906 to arrange, through its own financial institution a debit to your nominated account any amount Yass Valley Council has deemed payable by “you”. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution nominated below and paid to Yass Valley Council, subject to the terms and conditions of the Direct Debit Request Service Agreement and any further instructions provided below.

Your Account with Council - RATES			
<b>Rate Assessment Number:</b>			
Debit Frequency (please circle below) – Note that weekly and fortnightly payments are taken on a Thursday			
<b>Weekly</b>	<b>Fortnightly</b>	<b>Monthly – Taken 1<sup>st</sup> of month</b>	<b>Instalment amount in full when due</b>
<b>Amount to be Debited:</b>			
<b>Commencement Date:</b>			

Your Account with Council - WATER			
<b>Water Assessment Number:</b>			
Debit Frequency (please circle below) – Note that weekly and fortnightly payments are taken on a Thursday			
<b>Weekly</b>	<b>Fortnightly</b>	<b>Monthly – Taken 1<sup>st</sup> of month</b>	<b>Instalment amount in full when due</b>
<b>Amount to be Debited:</b>			
<b>Commencement Date:</b>			

Your Account with Council – OTHER / DEBTOR			
<b>Other / Debtor Number:</b>			
Debit Frequency (please circle below) – Note that weekly and fortnightly payments are taken on a Thursday			
<b>Weekly</b>	<b>Fortnightly</b>	<b>Monthly – Taken 1<sup>st</sup> of month</b>	<b>Instalment amount in full when due</b>
<b>Amount to be Debited:</b>			
<b>Commencement Date:</b>			

Your Financial Details			
<b>Financial Institution / Bank Name:</b>			
<b>Address:</b>			
<b>Account Name/s:</b>			
<b>BSB Number:</b>			
<b>Account Number:</b>			

Acknowledgement			
By signing this Direct Debit Request Form you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Yass Valley Council as set out in this Request and in your Direct Debit Request Service Agreement			
<b>Full Name/s:</b>			
<b>Signature/s:</b>			
<b>Address:</b>			
<b>Phone Number:</b>			
<b>Email Address:</b>			
<b>Date:</b>			

Council collects personal information only for a lawful purpose that is directly related to Council’s functions and activities. Council is required under the Privacy & Personal Information Protection Act 1998 (PPIPA) to collect, maintain & use your personal information in accordance with the Privacy Principles & other relevant requirements of the PPIPA.

## Terms of Agreement

This agreement sets out the terms on which we will debit funds from your account as requested.

By signing a Direct Debit Request, you have authorised us to arrange 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 yourself and Council.

Periodic payments (weekly, fortnightly and monthly) will incur interest charges if total instalment amount is not paid by the due date.

Council may vary any details of a direct debit request at any time and give you written notice prior.

## Confidentiality

We will keep any information (including your account details) in your Direct Debit Request confidential.

## Payments

Payment can be debited:

- Weekly
- Fortnightly
- Quarterly (these occur on the instalment due dates)
- Due dates shown on water notices

If a payment is due on a non-business day, we may debit your account under your direct debit request on the next business day.

Please note that Council does not do direct debit on credit card accounts.

## Changes

If you would like to change the amount, date of payment or bank account details, you will need to complete a new Direct Debit Request Form.

If an account incurs a significant credit amount as a result of direct debit payments, Council will cancel the direct debit request and notify you of the status of the account.

## Cancelling a Direct Debit

If you would like to cancel a direct debit, please email [Council@yass.nsw.gov.au](mailto:Council@yass.nsw.gov.au) advising date of cancellation.

## Direct Debit Rejected

If a direct debit is rejected by your financial institution, a dishonour fee will be applied according to Council's Fees and Charges

If rejected three times, Council will cancel the direct debit and notify you.

You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between yourself and Council.

*If you require more information on direct debits, please contact us on 02 6226 1477 or [Council@yass.nsw.gov.au](mailto:Council@yass.nsw.gov.au).*