

# DIRECT DEBIT REQUEST FORM

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This form is a standalone document, a copy of which will be provided to the property owner(s) described in the **DIRECT DEBIT AGREEMENT** upon acceptance by City of Palmerston.

I/We \_\_\_\_\_ hereby request City of Palmerston (User ID No. 252335) until further notice in writing to debit my/our account described in the schedule below (*The Schedule*), any amount unless a specific amount is described in The Schedule, on such frequency as described in The Schedule, through the Bulk Electronic Clearing System.

I/We understand and acknowledge that it is my/our responsibility to ensure that the account nominated in The Schedule can accept direct debits, and that sufficient clear funds are available in the account nominated in The Schedule to meet the debit on the due date.

I/We further acknowledge that debits to my/our nominated account pursuant to this agreement will be raised subject to the Terms and Conditions of this Agreement as stated on the reverse of this form.

I/We undertake to direct all enquiries regarding this Agreement, including stops and cancellations to City of Palmerston in the first instance.

Authorised signature(s) for payment: \_\_\_\_\_

Full name: \_\_\_\_\_

Phone and email: \_\_\_\_\_

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## THE PROPERTY

Property owner(s): \_\_\_\_\_

Property address: \_\_\_\_\_

Assessment number: \_\_\_\_\_

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## THE SCHEDULE

Financial Institution: \_\_\_\_\_

Account name: \_\_\_\_\_

BSB number: \_\_\_\_\_ Account number: \_\_\_\_\_

*Note: Direct debiting is not available on the full range of accounts. If in doubt, please refer to your Financial Institution.*

Payments will be deducted:    Weekly or    Fortnightly (    Mon,    Tues,    Wed,    Thur,    Fri )  
   Monthly (Same date of each month)    Date:  
   Instalments (Each instalment amount taken out on due date)  
   Yearly (Full payment taken out on due date each year)

*Please refer to next page for more details if drawing day does not fall on a business day.*

Amount: \_\_\_\_\_ Start date: \_\_\_\_\_

**Please refer to overleaf for important information as to your rights and responsibilities under this agreement**

## DIRECT DEBIT AGREEMENT - TERMS AND CONDITIONS

### 1. Initial Terms

The terms of the direct debit arrangement supplied overleaf supersede any prior direct debit arrangements in relation to the assessment number supplied. This arrangement will remain in force until notification is received in writing advising City of Palmerston to cancel the direct debit arrangement. City of Palmerston will provide at least 14 days prior notice in writing should the terms of the arrangement alter.

### 2. Deferring the Drawing / Altering the Schedule / Cancelling the Direct Debit

Should you wish to defer, alter or cancel any particular drawing you should advise City of Palmerston, Rates Department in writing at least 14 days prior to the due date.

### 3. Disputes

If you believe that a drawing has been initiated incorrectly, please contact the Rates Department on (08) 8935 9922 during normal business hours.

### 4. Drawing Day not a Business Day

Should the due date for any drawing fall on a day that is not a business day, for example a Public Holiday, the debit will be processed the following business day. Exception: Payments that fall on the last business day of June will be processed on the first business day of July each year.

### 5. Drawing subsequently dishonoured by Financial Institution

Should any drawing be subsequently dishonoured by your Financial Institution, the assessment record will be adjusted to reflect the payment being returned dishonoured. Any fees incurred by Council in respect of the dishonour will be debited to the assessment. Council may also debit an administration fee as determined. If a direct debit dishonours 3 times in a 6 month period, the City of Palmerston reserves the right to terminate the agreement.

### 6. Confidentiality

All information provided within the Direct Debit Agreement shall be maintained by Council in accordance with the *Privacy Act 1988*.

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PLEASE RETURN COMPLETED FORM TO THE CITY OF PALMERSTON



In Person: Level 1, Civic Plaza,  
1 Chung Wah Terrace, Palmerston



[rates@palmerston.nt.gov.au](mailto:rates@palmerston.nt.gov.au)



PO Box 1 Palmerston NT 0831



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Council's Privacy Statement explains how personal information is collected, used and stored. It also details how you can access your personal information. Council's privacy statement is available from City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website at [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au).