



DIRECT DEBIT APPLICATION FORM

1 Applicant's details

Your name	Full name	<input type="text"/>		
Postal address	Street or PO	<input type="text"/>		
	Town/Locality	<input type="text"/>	Postcode	<input type="text"/>
Daytime contact details	Phone	<input type="text"/>		
	Mobile	<input type="text"/>		

2 Property Address

3 Banking details

Name of account	<input type="text"/>		
Name of financial institution	<input type="text"/>		
Branch name	<input type="text"/>	BSB	<input type="text"/>
Account No. (Credit cards not accepted)	<input type="text"/>		
Customer* signature(s) <small>*Please note that both signatures are required for joint bank accounts</small>	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>	Date	<input type="text"/>

4 Payment details

Please tick your preferred payment option

New direct debit payment

Alteration to direct debit payment

5 Deduction details

Rates	Property Number	<input type="text"/>
Please tick your preferred payment option		
<input type="checkbox"/> Payment in full *31 August	<input type="checkbox"/> Payment by instalments * 31 August * 30 November * 28 February * 31 May	<input type="checkbox"/> Fortnightly payments (#PTO) Commencing from <input type="text"/> Amount <input type="text"/>

Water	Account Number	<input type="text"/>
Please tick your preferred payment option		
<input type="checkbox"/> Payment in full * On due date - quarterly	<input type="checkbox"/> Fortnightly payments (#PTO) Commencing from <input type="text"/> Amount <input type="text"/>	

OFFICE USE ONLY - GOULBURN MULWAREE COUNCIL

DATE STAMP

Date updated



Over Page

Forms may be lodged at Council's Civic Centre at 184-194 Bourke Street, Goulburn or return to Locked Bag 22, Goulburn NSW 2580

DIRECT DEBIT

Pay your accounts the easy

Will it really be easier?

Keeping track of your accounts is one of the bigger responsibilities you face on a regular basis. Waiting in queues to pay a bill, organising payments through the post, worrying about due dates - all demand precious time.

➤ Direct debiting is our way of helping you manage your Council rates and water - worry free!

Is it safe?

For your convenience Goulburn Mulwaree Council does endorse the use of Direct Debit payment. All care is taken by Council staff to ensure correct use of the system, including internal and external audit. Please contact your financial institution for further details.

Is it easy to join?

1 You should first contact your financial institution to find out whether this system of payment is available on your account.

Please note that Council does not do Direct Debit on credit card accounts.

2 All you need to do is complete the form overleaf and return it to the Civic Centre for processing. The form can be returned up to **1 working day prior to the first payment being due.**

Do I have to apply each year?

No, not for annual and instalment rate payments and water payments.

Fortnightly payments may need to be adjusted each year. Council may send a letter together with a new application form recommending the new amounts required to have your account paid by the due dates. If the ratepayer would like to make these recommended adjustments the form will need to be completed in full and returned to Council.

What if I change banks or account details?

If you change your bank account details, you will need to complete a new application form.

How do I cancel a Direct Debit?

When cancelling a Direct Debit you are required to complete the Direct Debit Cancellation form and return to Council 1 working day prior to the due payment.

NB: When selling a property it is important to notify Council as soon as possible.

Rates

How often will my account be debited?

You have the option of payment of a full year's rates, payment by four instalments or fortnightly payments.

You should tick the appropriate box on the application form. When you elect to pay:

- * the full year's rates, your account will be debited on or the first working day after the due date of 31 August.
- * by instalments, your account will be debited on or the first working day after the due date of each instalment (31 August, 30 November, 28 February, 31 May)
- * by fortnightly payments, your account will be debited on the Thursday of each even week in a fortnight.

Will I receive rates reminder notices?

Yes. If you elect to pay by instalments or fortnightly payments, a reminder notice will be sent 30 days prior to each instalment being due. Payments by instalment will have a message appear noting that you have elected to pay by Direct Debit.

NB: Payments by fortnight may incur interest charges if the full instalment amount is not paid by the due date.

Water

Water notices can be paid in full or by fortnightly payments. Your account will be debited on the due date shown on the consumption notice or on the Thursday of each even week in a fortnight.

In the event that any Direct Debit is rejected by your financial institution, Council will charge your account a fee as per Council's fees and charges, which is currently \$11 plus bank charges for the 2015/16 year.

Council will cancel your Direct Debit if three (3) payments are dishonoured or after three (3) payments are held consecutively or individually within the current financial year

Further information



If you require more information about Direct Debiting, please contact our Rates Section on 4823 4454 or 4823 4555.