



Direct Debit No: _____

Colac Otway
SHIRE**VARIATION TO RATES DIRECT DEBIT FORM**

(For use of variations to amount, cessation or delaying of deductions)

Name: _____

Property Address: _____

_____ Assessment No: _____

Postal Address: _____

Home No: _____ Mobile No: _____

Email Address: _____

I request direct debit deductions from my/our bank account be:

(a) Varied to \$ _____ with debits commencing on ____/____/____

<i>Please tick one box only</i>	Thursday	Friday	Monthly
Full 15/2 <input type="checkbox"/>	Weekly <input type="checkbox"/>	Weekly <input type="checkbox"/>	1 st of Month <input type="checkbox"/>
Instalments <input type="checkbox"/> 30/9, 30/11, 28/2, 31/5	Fortnightly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	15 th of Month <input type="checkbox"/>

(b) Stopped until further notice as from ____/____/____**(c) Put on hold** as from ____/____/____ and recommenced on ____/____/____**(d) Change bank accounts** (Please complete form on page 2)**(d) Other** (Please specify below)

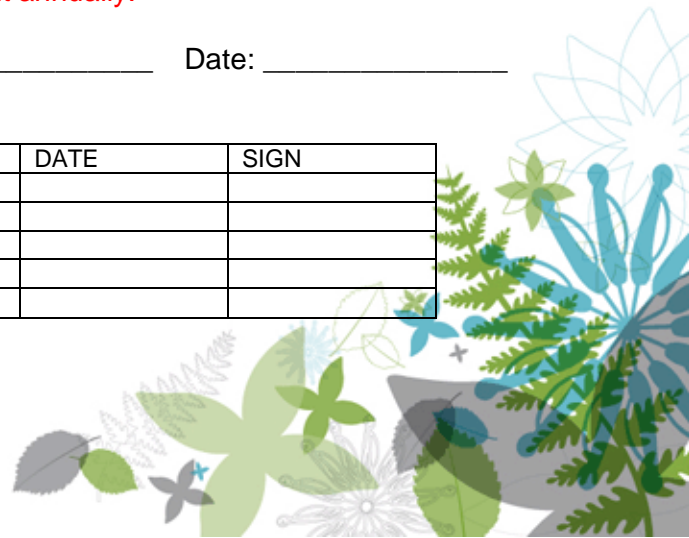
These amounts will be deducted as requested until Colac Otway Shire receives written authority of variations. At least three business working days is required, in writing, before any direct debit can be set up or any variations can be made to any existing direct debit.

Rates are due to be paid in full by 31st May each year. Any Balance after that date will accrue interest. Please review your deducted amount annually.

Signed: _____ Date: _____

Office Use Only:

PROGRAM	DATE	SIGN	DATE	SIGN
Access				
Authority				
Diary				
Template				
Cancellation				



<p>Customers Authority</p>	<p style="text-align: center;">Name of Customer(s) giving the DDR</p> <p>I/We <input style="width: 100%;" type="text"/></p> <p style="text-align: center;">Name of Debit User APCA User ID No</p> <p>Authorise you <input style="width: 100%; border: 1px solid black; padding: 2px;" type="text" value="Colac Otway Shire"/></p> <p>To arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS).</p> <p>This authorisation is to remain in force in accordance with described in:</p> <p style="text-align: center;">Service Agreement</p> <p style="text-align: center;"><input style="width: 100%; border: 1px solid black; padding: 2px;" type="text" value="Between Colac Otway Shire & Commonwealth Bank"/></p> <p>Signed _____</p> <p>Signed _____</p>
<p>Details of the Accounts to be Debited (all details must be supplied)</p>	<p style="text-align: center;">Name of the Financial Institution</p> <p><input style="width: 100%;" type="text"/></p> <p style="text-align: center;">Account Name</p> <p><input style="width: 100%;" type="text"/></p> <p style="text-align: center;">BSB Number Account Number</p> <p><input style="width: 20%; border: 1px solid black; padding: 2px;" type="text"/> - <input style="width: 20%; border: 1px solid black; padding: 2px;" type="text"/> <input style="width: 60%; border: 1px solid black; padding: 2px;" type="text"/></p>
<p>Payment Details</p>	<p>The payment is for <input style="width: 100%;" type="text"/></p> <p style="text-align: center;">Loan Number/Policy Number etc</p> <p>Identified by <input style="width: 100%;" type="text"/></p>
<p>Authorisation</p>	<p>I/We authorize the following:</p> <ol style="list-style-type: none"> 1. The debit user to verify the details of the abovementioned account with my/our financial institution. 2. The financial institution to release information allowing the debit user to verify the abovementioned account details. <p>Signed by Customer(s) _____</p>

DECLARATION:

The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.