



DIRECT DEBIT APPLICATION FORM Accounts Receivable

OFFICE USE ONLY		
Debtor Acc:		
Direct Debit No:		
Date:		
SIGN	Access:	
	Authority:	
	Diary:	

Name: _____
Residential Address: _____
Postal Address: _____
Home Phone: _____ Mobile Phone: _____
Email: _____

I request that you debit my/our account for the payment for my/our Debtor Account as detailed below

DIRECT DEBIT DETAILS *(example - \$50 per fortnight to pay total amount due \$500.00 on Invoice 12345)*

Debit Amount: \$ _____ Start Date: _____ *(Date direct debit to commence on)*
Total Amount Due: \$ _____ Invoice/s to be Paid _____
Frequency: Fortnightly- Thursday Monthly- 10th of the Month

BANK DETAILS

Account Name: _____
Bank Name: _____
BSB Number: _____ Account Number: _____

I understand: *(please read and tick to show you have read and understood the information)*

- This direct debit amount will be deducted as requested above until the total amount has been paid, or Colac Otway Shire receives a request in writing to change, put on hold, or stop my direct debit. At least 3 business working days are required before a direct debit can be set up or any variations can be made to an existing direct debit.

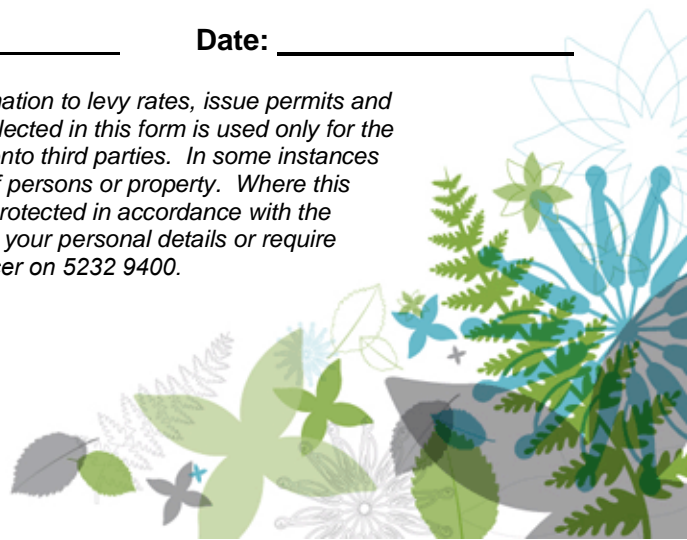
AUTHORISATION

By signing this agreement, I hereby authorise/agree:

1. I have read and understood the terms of this direct debit agreement on the rear of this form
2. The Colac Otway Shire to arrange for funds to be debited from my/our account at the financial institution identified above and as prescribed through the Bulk Electronic Clearing System (BECS).
3. This authorisation is in accordance with the Service Agreement between Colac Otway Shire and the Commonwealth Bank
4. The Colac Otway Shire to verify the details of the abovementioned account with my/our financial institution.

Signed: _____ Date: _____

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.*



DIRECT DEBIT REQUEST SERVICE AGREEMENT

- 1) Debit arrangement to apply between Debit user and customer as per the accepted terms of the Direct Debit Request.
- 2) The Customer will be advised 14 days in advance of any changes by the Direct Debit User to the Direct Debit arrangements.
- 3) For all matters and any changes by the customer relating to the accepted Direct debit arrangement such as deferment, alterations, stops or cancellation, the Customer will need to:
 - Send written correspondence to PO Box 283, Colac 3250 outlining the request/issue
or
 - Visit our offices at 2-6 Rae Street, Colac
and
 - Allow 14 days (duration) for the amendments to take effect.
- 4) The Customer should be aware that:
 - Direct debiting through Bulk Electronic Clearing System is not available on all accounts and,
 - Account details should be checked against a recent statement from its Financial Institution and,
 - If you are in any doubts, you should check with your Ledger Financial Institution before completing the drawing authority.
- 5) It is your responsibility to ensure sufficient cleared funds are in the nominated debiting account on the accepted payment date in accordance with the accepted direct debit request.
- 6) If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the next working day. If the customer is in any doubt, please refer to your ledger financial institution.
- 7) For returned unpaid transactions, the following procedures or policy will apply:
 - Customer will be notified immediately by telephone or in writing
 - The amount returned will be debited from Customers account one week from date of return unless otherwise notified by customer
 - Customer will be charged an Admin Fee and all bank return fees that Colac Otway Shire has incurred in the return.
- 8) All customer records and account details will be kept private and confidential to be disclosed only at the request of the Customer or Financial Institution in connection with a claim made to an alleged incorrect or wrongful debt.