



# Direct Debit Request

This page is to be returned to Council no later than five (5) business days prior to the due date of payment.

Mail to: GPO Box 2158  
Melbourne 3001

Phone: 03 9658 9658

Fax: 03 9658 9888

Email: rates@melbourne.vic.gov.au

## Request and Authority to debit the account named below to pay City of Melbourne

Request and Authority to debit

Surname or Company name \_\_\_\_\_

Given names or ACN/ABN \_\_\_\_\_

request and authorise **City of Melbourne User ID number 152635** to arrange for any amount **City of Melbourne** may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].

Insert the name and address of financial institution at which account is held

Financial institution name \_\_\_\_\_

Address \_\_\_\_\_

Insert details of account to be debited  
Credit cards are not accepted.

Name of account \_\_\_\_\_

BSB number |\_|\_|\_|\_| - |\_|\_|\_|\_|

Account number |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

Acknowledgment

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and **City of Melbourne** as set out in this Request and in your Direct Debit Request Service Agreement.

Payment details

I/we wish to pay **City of Melbourne rates and charges by direct debit until further notice.**

**Annually** by one (1) full payment on 15<sup>th</sup> February

**Quarterly** by four (4) equal payments at end of Sep/Nov/Feb/May

**Monthly** by ten (10) equal monthly payments from September to June

Assessment No. |\_|\_|\_|\_|\_|\_|\_|\_|\_|

Property Address \_\_\_\_\_

**\*Any adjustments to rates due to a supplementary valuation will be adjusted as follows:**

For quarterly/monthly: Remaining instalments will be adjusted equally.

For full payments: If prior to 15 Feb, original payment amount will be adjusted.

If after 15 Feb, additional rates will be deducted on 31 May.

Insert your contact details and signature

Current mailing address: \_\_\_\_\_

Home No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

(If signing for a company, sign and print full name and capacity for signing e.g. director)



# Direct Debit Request Service Agreement

## Definitions

Account means the account held at your financial institution from which we are authorised to arrange for funds to be debited, being a Cheque or Savings Account only.

Agreement means this Direct Debit Request Service Agreement you and us.

Banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit day means the day that payment by you to us is due

Debit payment means a particular transaction where a debit is made.

Direct debit request means the Direct Debit Request between you and us.

Us and we means City of Melbourne (the Debit User) you have authorised by signing a direct debit request.

You means the customer who signed the direct debit request.

Your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

## 1. Debiting your account

1.1 By signing a direct debit request, you have authorised us to arrange for 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 us and you.

1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.

1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day.

If you are unsure about which day your account has or will be debited you should ask your financial institution.

## 2. Changes by us

We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days' written notice.

## 3. Changes by you

3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request in writing to City of Melbourne GPO Box 2158 Melbourne Vic 3001.

3.2 If you wish to stop or defer a debit payment you must notify us in writing at least 14 days before the next debit day. This notice should be given to us in the first instance.

3.3 You may also cancel your authority for us to debit your account at any time by giving us 14 days notice in writing before the next debit day. This notice should be given to us in the first instance.

## 4. Your obligations

4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.

4.2 If there are insufficient clear funds in your account to meet a debit payment:

(a) you may be charged a fee and/or interest by your financial institution;

(b) you may also incur fees or charges imposed or incurred by us; and

(c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

4.3 You should check your account statement to verify that the amounts debited from your account are correct.

## 5. Dispute

5.1 If you believe that there has been an error in debiting your account, you should notify us directly on 03 9658 9755 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.

5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.

5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between you and us. If we cannot resolve the matter you can still refer it to your financial institution, which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

## 6. Accounts

You should check:

(a) With your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.

(b) Your account details which you have provided to us are correct by checking them against a recent account statement; and

(c) With your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

## 7. Confidentiality

7.1 We are collecting this information for the purpose of processing the payment of Council rates via Direct Debit payment. We will keep the information (including your account details) confidential, and will take reasonable steps to ensure that all information that we have about you is kept secure.

7.2 We will only disclose this information;

(a) For the purpose of this agreement; or to the extent specifically required by law.

## 8. Notice

8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to City of Melbourne GPO Box 2158 Melbourne Vic 3001.

8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.

8.3 Any notice, will be deemed to have been received on the third banking day after posting.