Contact Details:
Postal Address: PO Box 177, Macksville NSW 2447
Telephone: (02) 6568 2555

Office Location:
44 Princess Street, Macksville NSW 2447

Website:
www.nambucca.nsw.gov.au

Email:
council@nambucca.nsw.gov.au

***Updated**: July 2024 39470/2021*

Direct Debit Request
Rates & Water

Request and Authority to debit the account named below to pay Nambucca Valley Council	
Request and Authority to debit	**Surname** or **Company Name**: .... **Given Names**: .... **Company ABN**: .... Request and authorise *Nambucca Valley Council, User Identification Number 113037 to arrange for any amount [Name of Debit User] 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	**Name of Account**: .... **BSB Number:** |__| |__| |__| – |__| |__| |__| **Account Number**:...
Acknowledgement	By signing this Direct Debit Request, you acknowledge having read and understood the **terms and conditions (overleaf)** governing the debit arrangements between you and *Nambucca Valley Council* as set out in this Request and in your Direct Debit Request Service Agreement.
Payment Option Selected	☐ Debit quarterly instalment two (2) working days after the due date. ☐ Debit the full amount two (2) working days after 31/8/annually. ☐ Debit an amount of **$ ....** monthly, on the last Thursday. ☐ Cancel existing Direct Debit Authority. ☐ Water Account – total amount two (2) working days after due date
Insert your signature and address	**Signature**: .... (If signing for a company, sign and print full name and capacity for signing eg Director) **Address**: .... **Date**:............... **Email**:........................... **Phone**:..................................
Insert Assessment Number and Property Address	....

DIRECT DEBIT REQUEST
SERVICE AGREEMENT TERMS & CONDITIONS

1   By signing the Direct Debit Request, you have authorised Nambucca Valley Council to arrange for funds to be debited from your nominated account for the payment of rates and charges and/or water charges.

2   Please ensure that your financial institution allows direct debiting and your nominated account is of the type that accepts direct debits.

3   You will ensure that there is sufficient clear funds in the nominated account to allow the Direct Debit payment to be made.

4   We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.

5   For full annual payments and instalment payments we will process the Direct Debit for the full amount due on the second (2nd) business day following the due date of the relevant payment. **For monthly payments we will process the Direct Debit for the specified amount on the last Thursday of each month**.

6   You may vary or terminate the Direct Debit request at any time by completing a new Direct Debit Request. The form may be downloaded from our website www.nambucca.nsw.gov.au

7   Should the Direct Debit be dishonoured by your financial institution the rate payment will be reversed and an administration fee may be charged to your rate account. Interest will also accrue on any overdue amount. The Council will advise you in writing should this occur.

8   Any payment dishonoured will not be re-debited and you will need to make other arrangements for such payments including the administration fee if charged.

9   Council will keep any information pertaining to your Direct Debit Request and bank or financial institution account details confidential. We will make reasonable efforts to keep any such information secure and ensure that any employees or agents, who may need to access this information, do not make any unauthorised use or disclosure of such information.

10 If you believe that an error has been made in debiting your account you should notify us immediately, preferably by email to council@nambucca.nsw.gov.au or phone the Rates Officer on 02 6568 0217.

11 Council may vary the terms and conditions of this Direct Debit Request Services Agreement by giving at least fourteen (14) days' notice in writing.

William Tory
Rates Officer