

# RATES DIRECT DEBIT AUTHORITY



17 Maniapoto Street, Otorohanga • PO Box 11, Otorohanga 3940  
Phone 07 873 4000 • Fax 07 873 4300 • Free phone 0800 734 000

Valuation Reference: \_\_\_\_\_

Location of Property: \_\_\_\_\_

(A new application is required for each property)

Ratepayer Name: \_\_\_\_\_  
Ph: \_\_\_\_\_

Is this an amendment to an existing direct debit?  
 Yes       No

I/We wish to make payments by:  Instalment

I/We wish to make payments :  
 Monthly     Bi-Monthly     Quarterly  
Date of the month: \_\_\_\_\_

I/We wish to make payments by:  
 Weekly       Fortnightly  
Day of the week: \_\_\_\_\_

Start Date: \_\_\_\_\_

## Bank Details

Name of Bank Account: \_\_\_\_\_

**AUTHORITY TO ACCEPT DIRECT DEBITS**  
(Not to operate as an assignment or agreement)

## Bank Account Number:

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Authorisation Code

0	2	0	4	4	1	3
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**Bank**

**Branch**

**Account Number**

**Suffix**

## To: The Bank Manager

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_  
Town/ City: \_\_\_\_\_

I/We authorise you until further notice, to debit my/ our account with all amounts which

### Otorohanga District Council

(Hereinafter referred to as the initiator)

the registered initiator of the above Authorisation Code, may initiate by Direct Debit.

I/We acknowledge and accept that the bank accepts this authority only upon the conditions listed on the reverse of this form.

### Information to appear on my/our Bank statement (To be completed by the initiator)

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Payer Particulars

O	D	C		R	A	T	E	S
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Payer Code

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Payer Reference

Your Signature(s) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### For Bank Use Only

Original - Retain at Branch

Approved  
**0441**  
06 | 1996

Date Received:	Recorded by:	Checked by:

Bank Stamp

**CONDITIONS OF THIS AUTHORITY**

All you have to do is complete this form and return it to our office.

No debits would be made without first notifying you in writing of the amount and the date payable.

Some of the benefits to you are:

- Council pay the Bank fees
- Payments are made on time
- Extended time payment period. (Annual rates paid by date last Friday of May instead of January)
- Full information is shown on you Bank Statement
- No penalty

**Direct Debit Frequency Options**

**Instalment Payments**

- Your account will be debited on the last day for payment without the addition of penalty

**Monthly, Bi-Monthly or Quarterly Option**

- Your account will be debited monthly on the requested date of each alternating month.

**Fortnightly**

- Your account will be debited fortnightly on the requested day of each fortnight.

**Weekly**

- Your account will be debited weekly on the requested day of each week.

Payments made from June to August will put your account in credit, making payments cheaper over the year.

**Sale Of Properties - Transferring Direct Debits**

Direct debit agreements are property-specific and cannot be transferred to other properties. If you move or sell house, you will need to cancel your existing agreement and complete a new direct debit agreement form. You will need to notify your lawyer as well as we cannot action the new agreement until we are formally notified of the change of ownership.

**New Properties Created Through Subdivision**

If you have a direct debit agreement operating on the property you are subdividing, once new titles have been issued a new valuation reference will be created for the new allotments. You will need to complete a new form for any new properties as these will not be automatically added and you will not be notified that these accounts are not on direct debit.

**Changing Bank Account Details**

A new form needs to be completed each time there is a change to the bank account whether it is a complete change of account or just a suffix. Contact us with the new details, and we will complete the form and send it out for you to sign and return. Please note, all new forms must be returned to us, not your bank. If you have returned your form to your bank, please contact them and ask them to forward to Council for actioning.

**Cancelling Direct Debit Agreements**

You must allow us two days notice to cancel your direct debit. You will also need to advise your bank. Call us and we can arrange the cancellation over the phone.

**1. The Initiator:**

(a) Has agreed to give written advance notice of the net amount of each direct debit and the due date of debiting **at least 10 calendar days before** (but not more than 2 calendar months) the date the direct debit will be initiated.

The advance note will include the following message: "Unless advice to the contrary is received from you by (\*date), the amount of \$.... will be directly debited to your bank account on (initiating date)".

This date will be at least 2 days prior to the due date to allow for amendment of Direct Debits.

(b) May, upon the relationship which gave rise to the authority be terminate, give notice to the bank that no further Direct Debits are to be initiated under the Authority. Upon receipt of such notice the Bank may terminate this Authority as to future payments by notice in writing to me/us.

**2. The Customer may:**

(a) At the time, terminate this Authority as to future payments by giving written notice of termination to the bank and to the Initiator.

(b) Stop payment of any Direct Debit to be initiated under this authority by the initiator by giving written notice to the Bank prior to the direct debit being paid by the Bank.

**3. The Customer acknowledges that:**

(a) This authority will remain in full force and effect in respect of all direct debits made from me/our account in good faith notwithstanding my/our death, bankruptcy

or other revocation of this authority until actual notice of such event is received by the Bank.

(b) In any event this authority is subject to any arrangement now or hereafter existing between me/us and the Bank in relation to my/our account.

(c) Any dispute as to the correctness or validity of an amount debited to my/our account shall not be the concern of the Bank except in so far as the Direct Debit has not been paid in accordance with this Authority; the Bank accepts no responsibility or liability in respect of

- the accuracy of information about Direct Debits on Bank statements
- any variations between notices given by the Instigator and the amounts of Direct Debits.

(d) The Bank is not responsible for, or under any liability in respect of the Instigators failure to give written advance notice correctly nor for the wrong receipt or late receipt of notice by me/us for any reason whatsoever. In any such situation the dispute relies between me/us and the Instigator.

**4. The Bank may:**

(a) In its absolute discretion conclusively determine the order of priority of payment by it or any monies pursuant to this or any other authority, cheque or draft property executed by me/us and given to or drawn on the Bank.

(b) At any time terminate this Authority as to future payments by notice in writing by me/us  
Charge its correct fees for this service in force from time to time.