



CONDITIONS OF THIS AUTHORITY

Specific conditions relating to notices and disputes

1. I agree that the Initiator must give me at least 10 days' prior notice of each direct debit, including the first direct debit in a series.
2. Changes to the amounts or dates of a series of direct debits require 30 days' prior notice to me.
3. I can also agree with the Initiator to receive a same day notice for direct debits specifically requested by me.

4. All notices must be in writing, but can be delivered electronically, if I have agreed that with the Initiator.
5. I can also ask you to reverse a direct debit up to 120 days after the direct debit if:
 - * I didn't receive proper notice of the amount and date of the direct debit, or
 - * I received notice but the amount or date of the direct debit is different from the amount or date on the notice.
6. If you dishonour a direct debit but the Initiator re-tries it within 5 business days of the original direct debit, I understand that the Initiator doesn't need to notify me again about that direct debit.

ALL COUNCIL RATES ARE TO BE PAID IN FULL BY 31ST MAY

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
- Full information is shown on your Bank Statement
- Payments are made on time
- No penalty
- Extended time payment period (Annual rates paid by date; last Friday of May instead of January)

Direct Debit Frequency Options

Due Date

- 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 automatically be 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 and we will send you a form.

Canceling Direct Debit Agreements

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

Note: Council reserves the right to cancel a direct debit arrangement at any time if there are dishonoured payments. We will advise you of the cancellation.