



# DIRECT DEBIT REQUEST

Request and authorise Camden Council (025558 APCA/User ID) to arrange for Annual rates & charges to be direct debited through the Bulk Electronic Clearing System from the account held at the financial institution identified below, **subject to the terms and conditions of the Direct Debit Request Service Agreement which is shown on reverse of this form.**

## SECTION 1: PROPERTY OWNER

Full Name (s): .....  
Company Name: .....  
Postal Address: .....  
..... Contact No: .....  
Email: .....

## SECTION 2: PROPERTY DETAILS

Council Assessment Number: .....  
Property Address: .....

## SECTION 3: BANK ACCOUNT DETAILS

Service not offered on Credit Card

Account Holders Name: .....  
BSB No: [ ] [ ] [ ] - [ ] [ ] [ ] Account number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
Financial Institution & Branch Address .....

## SECTION 4: DIRECT DEBIT OPTIONS

Council will accept weekly, fortnightly & monthly payments but if the quarterly instalments are not paid by the due date **interest charges** will apply on the overdue amount. It is your responsibility to regularly review your deductions to ensure that the instalments are paid by the due dates.

Direct Debits are run each **WEEKDAY** for weekly and fortnightly, please select your deduction day –  
(Please circle) Mon Tue Wed Thurs Fri

Monthly Payments will be processed on the same date of each month, please specify the start date between 1<sup>st</sup> - 28<sup>th</sup>

**Payment Start Date** ..... / ..... / .....

- Weekly Payments Amount \$.....
- Fortnightly Payments Amount \$.....
- Monthly Payments Amount \$.....
- Quarterly Instalments Amount as determined by Rates Notice (31 Aug, 30 Nov, 28 Feb & 31 May)
- Annual Amount Deducted from your account each year on the 31<sup>st</sup> August

### **IMPORTANT**

**If there are insufficient funds to process a direct debit payment please call Council on 4654 7777 otherwise a dishonour fee of \$10.00 will be charged.**

## SECTION 5: APPLICATION DECLARATION

By signing this Direct Debit request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and The Council of Camden as set out in this request and in your Direct Debit Service Agreement.

Applicant Name: .....

Application Signature..... Date: .....

By signing the Annual Rates Direct Debit Request and Authority with Camden Council the following agreement will apply:

1. You/We authorise Camden Council to arrange for Annual rates and charges to be direct debited through the Bulk Electronic Clearing System from the account held at the financial institution identified on this Authority.
2. Camden Council is a member of the Australian Payments Clearing Association No. 025558.
3. Payments can be made on a weekly, fortnightly, monthly or quarterly (instalment) or annual basis.
4. Payments will be deducted on weekdays starting on or after the Specified Start Date or on the instalment due date if paying quarterly.
5. When the due date for payment falls on the weekend or a Public Holiday the amount will be taken the next working day.
6. You must ensure that you have sufficient clear funds available in the relevant account on the due date to permit payment of the Direct Debit.
7. Should payment of the Direct Debit be refused by your Financial Institution because of lack of funds in your account, or you supply an incorrect account, BSB number or the account has been closed then Council will charge a dishonour fee as listed in the current Fees and Charges manual.
8. After 2 dishonours Council may cancel your Direct Debit and refuse any further applications.
9. Camden Council does not allow direct debits from any Credit Card or Passbook Account. If you have any doubt, please contact Camden Council's Revenue Section for further information.
10. Any change to the amount, nominated account or BSB will require a new completed form to be given to Council at least 5 working days before the payment is due.
11. Should you wish to defer an individual payment then you must advise Council in writing at least 5 working days before the payment is due.
12. Should you wish to cancel this direct debit then you must advise Council in writing at least 5 working days before the payment is due.
13. Camden Council will maintain strict control over the information you provide for us. We will act only on your written instructions or those of your authorised representative.

## DIRECT DEBIT REQUEST SERVICE AGREEMENT LODGEMENT INFORMATION

You can lodge this completed direct debit request by:

**EMAIL:** [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au)

**FAX:** (02) 4654 7829

**MAIL:** PO Box 183, CAMDEN NSW 2570

**IN PERSON AT COUNCIL:** Please contact our Customer Relation team on 02 4654 7777 for your nearest location and operating hours.