



TOWN OF

# Bassendean TOWN OF BASSENDEAN

ABN: 20 347 405 108

## CUSTOMERS AUTHORITY - DIRECT DEBIT REQUEST

PROPERTY OWNERS NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

DAYTIME CONTACT NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

authorise and request the Town of Bassendean (User ID No. 003666) ("Debit User"), until further notice in writing, to arrange for my/our account (as described in the Schedule below) to be debited as specified below.

### THE SCHEDULE

Details of Account to be debited

Note: Direct Debiting is not available on the full range of accounts. If in doubt, please refer to your financial institution. \* We cannot Direct Debit Credit cards.

Account in the Name(s) of: \_\_\_\_\_

Account held at (Name & Branch of Institution): \_\_\_\_\_

BSB Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Amount: \$\_\_\_\_\_ Fortnightly

Direct Debit to Commence On or After: Thursday \_\_\_\_\_

Continue Direct Debit after payment of overdue amount: Yes  No  (**box must be ticked**)

Rates Payment on Assessment No \_\_\_\_\_

### ACKNOWLEDGEMENT

I/We have read the Service Agreement attached and agree to its terms.

I/We authorise and request that this Direct Debit Request remain in force until cancelled, deferred or otherwise altered in accordance with the Service Agreement.

Please ensure account details are correct and that this request is signed by the required number of authorised signatories.

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

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

# **TOWN of BASSENDEAN**

## **DIRECT DEBIT REQUEST**

### **SERVICE AGREEMENT**

1. Town of Bassendean (“Debit User”) will initiate direct debit payments in the manner referred to in the Schedule. Payments will be processed each fortnight unless otherwise requested. Enquire at the time of form lodgment as to when commencement will occur.
2. Debit payments will be made when due. The Debit User will not issue individual confirmation of payments made.
3. The Debit User will give the customer at least 14 days’ written notice if the Debit User proposes to vary details of this arrangement, including the amount and frequency of payments.
4. If the customer wishes to defer any payment or alter any of the details referred to in the Schedule, the customer must write to or email the Debit User at 35 Old Perth Road, Bassendean WA 6054.
5. Any queries concerning disputed debit payments must be directed to the Debit User in the first instance. Customers may obtain details of the claims process by contacting the Debit User on 9377 8000, or at 35 Old Perth Bassendean 6054.
6. Direct debiting is not available on the full range of accounts at all financial institutions. If in doubt, the customer should check with their financial institution before completing this Direct Debit Request.
7. The customer should ensure that the account details given in the Schedule are correct by checking them against a recent statement from the financial institution at which the account is held.
8. By signing this Direct Debit Request, the customer warrants and represents that he/she/they is/are duly authorised to request the debiting of payments from the account described in the Schedule.
9. It is the customer’s responsibility to have sufficient cleared funds available in the account to be debited to enable debit payments to be made in accordance with this Direct Debit Request.
10. If a debit payment falls due on any day which is not a business day, the payment will be made on the next business day.
11. If a debit payment is returned unpaid, the customer may be charged a fee for each unpaid item, as per current fees and charges.
12. Customers wishing to cancel this Direct Debit Request or to stop individual debit, payments must give at least 7 days’ written notice to the Debit User at the address referred to above.
13. Except to the extent that disclosure is necessary in order to process debit payments, investigate and resolve disputed transactions or is otherwise required by law, the Debit User will keep details of the customer’s account and debit payments confidential.