

Why use direct debit?

Direct debit is an easy and quick way to pay your Council tax invoices. You don't have to worry about withdrawing cash, due dates or queuing up to pay. Direct debit will save you the additional costs and hassles that can arise from forgetting to pay.

Setting up a direct debit

The first step is to make sure that direct debit is available on your bank account. Then you need to complete and sign the enclosed form and return it to Council in Moruya at least 10 days before your payment is due.

Please note: Because you are authorising a debit payment you cannot have the amount deducted from your credit card.

How often will my account be debited?

Payments will be processed monthly, seven days after the end of each month, for the balance recorded on the previous month's statement.

Reapplying or cancelling

You do not have to reapply to set up your direct debit again unless your bank account details change. You can however cancel your direct debit at any time by contacting Council.

Paying your
tax invoices
by direct debit

Eurobodalla Shire Council

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T 02 4474 1000 | F 02 4474 1234
council@eurocoast.nsw.gov.au

www.esc.nsw.gov.au

Direct debit request for tax invoices

I/We (name and surname or company name)

of ACN/ABN no. authorise Eurobodalla Shire Council (user ID no. 073737) to arrange for any amount it may charge me to be debited from the following financial institution account through the Bulk Electronic Clearing System, in line with the terms and conditions of the Direct Debit Service Agreement and any other instructions provided by me or my company below.

Name of financial institution

Branch

Name of account holder

BSB Bank account number

Account number(s) as shown on your Council invoice/statement

.....
.....

For the balance recorded on the previous month's statement Council will process the payments 7 days after the end of each month.

When you sign this direct debit request you are acknowledging that you have read and understood Council's Direct Debit Service Agreement.

Signature

Company representatives should sign and print full name and job title, eg, Director

Date / /

Address

.....
.....

Telephone number

Direct Debit Service Agreement

This agreement forms part of the terms and conditions for your direct debit request.

Processing your direct debit request

Payments will normally be debited monthly, at least 7 days after the end of each month for the balance recorded on the previous month's statement. Payments that fall on a weekend or public holiday will be processed on the next business day.

Stopping and cancelling your direct debit

You may defer, alter or cancel your direct debit request at any time by providing at least 14 days' notice in writing to Council or by telephone. Eurobodalla Shire Council shall provide a minimum of 14 days' notice to you should the terms of this direct debit service agreement change.

Direct debit resolution

You can contact Council if you wish to dispute a direct debit transaction. Council will investigate the transaction. If we do not resolve the dispute to your satisfaction, please contact the financial institution where your account is held to lodge a direct debit customer claim.

Your obligation

You should ensure that you have sufficient clear funds in your account to enable the direct debit request to be paid by your financial institution.

Returned or dishonoured direct debit requests

If your direct debit is dishonoured or returned unpaid by your financial institution for any reason, Council reserves the right to recover the funds from you.

Your records

We will not disclose any details of your direct debit request to any person or corporation unless required to do so by law or the information is required to dispute a transaction through the Bulk Electronic Clearing System (BECS).

Your account

We recommend you check your account details with your financial institution before completing the direct debit request form. Your financial institution might not allow direct debits on some accounts. They may also charge fees for a direct debit.

The direct debit payment method does not relieve you of your obligation to pay your accounts in full by the due dates.

For more information, please contact Eurobodalla Shire Council's Senior Accounts Officer - Debtors on 02 4474 1287.

This form is for debiting tax invoices only and cannot be used for debiting Eurobodalla rates or water accounts.

