



PMB 22 Newman WA 6753
Ph: 08 9175 8000
Fax: 08 1972 2668
Email: rates@eastpilbara.wa.gov.au
ABN: 47 854 334 350

Direct Debit Request

Request and Authority to debit	<p>Your Surname or Company Name _____</p> <p>Your Given Names or ABN/ARBN _____ "you"</p> <p>request and authorise the Shire Of East Pilbara ID 318449 to arrange, through its own financial institution, a debit to <i>your</i> nominated account as set out below.</p> <p>This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from <i>your</i> account held at the financial institution <i>you</i> have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
Property Information	<p>Address _____</p> <p>Assessment Number _____</p>
Account Details to be Debited	<p>Name/s on Account _____</p> <p>BSB Number (Must be 6 Digits) __ _ _ _ - __ _ _ _ </p> <p>Account Number __ _ _ _ _ _ _ _ _ _ _ _ _ _ _ </p>
Direct Debit Date and Amount	<p>If you would like the Shire of East Pilbara to work out the amount to be direct debited to ensure the balance is paid by 30 June 2021, please indicate in the box below.</p> <p>The Shire of East Pilbara will debit monthly on the 22nd of every month or on every second Friday (fortnightly) beginning the 7th August 2020. Where the 22nd falls on a weekend or public holiday, funds will be debited on the following business day.</p> <p>Amount to be debited _____ Shire to work out amount <input type="checkbox"/></p> <p>Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/></p>
Acknowledgment	<p>By signing and/or providing <i>us</i> with a valid instruction in respect to <i>your</i> Direct Debit Request, <i>you</i> acknowledge:</p> <p><i>You</i> have understood and agreed to the terms and conditions governing the debit arrangements between <i>you</i> and the Shire of East Pilbara as set out in this Request and in your Direct Debit Request Service Agreement;</p> <p><i>You</i> authorise and request that this Direct Debit Request remain in force until cancelled, deferred or otherwise altered in accordance with the Service Agreement; and</p> <p><i>You</i> confirm account details are correct and that this request is signed by required number of authorised signatories.</p>
Name, Address, Date and Signature	<p>Name _____</p> <p>(If signing for a company, sign and print full name and capacity for signing eg. director)</p> <p>Address _____</p> <p>_____</p> <p>Date ___ / ___ / ___ Signature _____</p>



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Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with the **Shire of East Pilbara ID 318449**. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference.

It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Definitions

account means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.
agreement means this Direct Debit Request Service Agreement between *you* and *us*.
banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
debit day means the day that payment by *you* to *us* is due.
debit payment means a particular transaction where a debit is made.
direct debit request means the Direct Debit Request (DDR) between *us* and *you*.
us or **we** means the **Shire of East Pilbara**, (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.
you or **your** means the customer who has signed or authorised by other means the *Direct Debit Request*.
your financial institution means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

1.1 By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.

1.2 *We* will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

1.3 If the *debit day* falls on a day that is not a *banking day*, *we* may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

2. Amendments by us

2.1 *We* may vary any details of this *agreement* or a *Direct Debit Request* including the amount and/or frequency of payments at any time by giving you a minimum of fourteen **(14) days** written notice.

3. Amendments by you

You may change, stop or defer an individual debit payment, vary any of the details in the DDR, or terminate this agreement by providing *us* with a minimum of fourteen **(14) days** notification by writing to the address or email at the top of this agreement.

4. Your obligations

4.1 It is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*.

	<p>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</p> <p>(b) <i>you</i> will also incur a \$15.00 set up fee and interest will continue to accrue</p> <p>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that we can process the <i>debit payment</i>.</p> <p>4.3 You should advise us immediately if your nominated account is transferred or closed or if your account details change.</p> <p>4.4 You should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct.</p>
5 Dispute	<p>5.1 If you believe that there has been an error in debiting <i>your account</i>, notify us directly in writing to the above email address. Alternatively you can take it up directly with your financial institution.</p> <p>5.2 If we conclude as a result of our investigations that <i>your account</i> has been incorrectly debited we will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. We will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
6. Accounts	<p>You should check:</p> <p>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions;</p> <p>(b) <i>your account</i> details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</p> <p>(c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.</p>
7. Confidentiality	<p>7.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. We will make reasonable efforts to keep any such information that we have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 We will only disclose information that we have about <i>you</i>:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p>
8. Notice	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to the postal address or email address at the top of this agreement.</p> <p>8.2 We will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after posting.</p>