



## Richmond Shire Council

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## Direct Debit Request

### Request and Authority to debit the account named below to pay Richmond Shire Council

<b>Request and Authority to debit</b>	<p>Your Surname or company name _____</p> <p>Your Given names or ABN/ARBN _____ "you"</p> <p>request and authorise <b>Richmond Shire Council User ID 502568</b> to arrange, through its own financial institution, a debit to your nominated account any amount <b>Richmond Shire Council</b>, has deemed payable by <i>you</i>.</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 you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
<b>Insert the name and address of financial institution at which account is held</b>	<p>Financial institution name _____</p> <p>Address _____</p>
<b>Insert details of account to be debited</b>	<p>Name/s on account _____</p> <p>BSB number (Must be 6 Digits)              -          </p> <p>Account number                         </p>
<b>Acknowledgment</b>	<p>By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and <b>Richmond Shire Council</b> as set out in this Request and in your Direct Debit Request Service Agreement.</p>
<b>Payment Details</b> <b>Enter the payment amount.</b>  <b>Complete options 1 and/or 2 for payment frequency</b>	<p>The maximum amount to be debited at any one time is:</p> <p>\$ _____ / _____ (amount in words)</p> <p><i>and/or</i></p> <p>1. The first debit may be made on ___/___/20___ at a weekly/fortnightly/monthly/quarterly/half yearly/yearly intervals after that;</p> <p><i>and/or</i></p> <p>2. Debits may be made fourteen days after the issue of billing advice.</p>

<b>Notification of Change of Postal Address</b>	<b>Unit number/ street number/ street name</b>	<b>Assessment number</b>	
	<input type="text"/>	<input type="text"/>	
	<b>Suburb locality</b>	<b>State</b>	<b>Postcode</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Name of property owner/s</b>	<b>Contact number</b>	
<input type="text"/>	<input type="text"/>		
<b>Owners Occupied</b>	<b>Signature/s of property owner/s</b>		
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>		

<b>Insert your signature and address</b>	<b>Signature</b> _____ (If signing for a company, sign and print full name and capacity for signing eg. director)
	<b>Address</b> _____ _____
	<b>Date</b> ___ / ___ / ___

<b>Second account signatory (if required)</b>	<b>Signature</b> _____ (If signing for a company, sign and print full name and capacity for signing eg. director)
	<b>Address</b> _____ _____
	<b>Date</b> ___ / ___ / ___

<b>Account Type</b> <i>EG: Debtors/Rates</i>	
<b>Account Reference</b> <i>EG:ASS#/ Account Name</i>	
<b>Other Relevant Info</b>	

**Direct Debit Amendment (Office Use Only)**
