

## DIRECT DEBIT FORM

Please complete all areas highlighted in gold

I/We wish to make payments:

weekly    fortnightly    monthly    instalment basis    annually

Daytime contact phone number: (   )

Name/s of bank account holder/s:

Customer to complete bank / branch number, account number and suffix of account to be debited:

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Bank Branch Number

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Account Number

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Suffix

*(Insert name of Bank and Branch)*

TO: The Manager,

ADDRESS: PO Box

Town/City

### DATE OF FIRST PAYMENT

Mon / Tues / Wed / Thur / Fri

/ /

MONTHLY ONLY:

Same day each month, eg 20<sup>th</sup>

### Authority to Accept Direct Debits

(Not to operate as an assignment or agreement)

Authorisation Code

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 0 | 3 | 0 | 5 | 8 | 9 | 1 |
|---|---|---|---|---|---|---|

Date

/ /

I/We authorise you, until further notice in writing, to debit my/our account with you in all amounts which Grey District Council (hereinafter referred to as the Initiator), the registered Initiator of the above Authorisation Code, may initiate by Direct Debit. I/We acknowledge and accept that the Bank accepts this authority only on conditions listed on the reverse of this form.

INFORMATION TO APPEAR IN MY/OUR BANK STATEMENT (TO BE COMPLETED BY GREY DISTRICT COUNCIL):

PAYER PARTICULARS

|   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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PAYER CODE

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PAYER REFERENCE

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Your signature must appear here

Bank Account Holder(s) to complete

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Authorised Signature(s)

Approved

589

09

12

For Bank Use Only:

Date Received:

Received By:

Checked By:

Original - Retain at Branch

Copy - Forward to Initiator if requested

BANK STAMP

## CONDITIONS OF THIS AUTHORITY TO ACCEPT DIRECT DEBITS

### 1. **The Initiator**

- (a) Has agreed to send notice of the net amount of each Direct Debit no later than the day the Direct Debit is initiated. This notice will be provided either:
  - (i) in writing; or
  - (ii) by electronic mail where the Customer has provided prior written consent to the Initiator.

The notice will include the following message:

“The amount of \$..... was direct debited to your Bank account on (initiating date).”

- (b) May, upon the relationship which gave rise to this Authority being terminated, give notice to the Bank that no further Direct Debits are to be initiated under the Authority. Upon receipt of such notice the Bank may terminate this Authority as to further payments by notice in writing to me/us.

### 2. **The Customer** may:

- (a) At any time, terminate this Authority as to future payments by giving written notice of termination to the Bank and to the Initiator.
- (b) Stop payment of any Direct Debit to be initiated under this Authority by the Initiator by giving written notice to the Bank **prior** to the Direct Debit being paid by the Bank.
- (c) Where a variation to the amount between the Initiator and the Customer from time to time to be direct debited has been made without notice being given in terms on 1(a) above, request the bank to reverse or alter such Direct Debit initiated by the Initiator by debiting the amount of the reversal or alteration of the Direct Debit back to the Initiator through the Initiator's Bank, PROVIDED such request is made not more than 120 days from the date when the Direct Debit was debited to my/our account.

### 3. **The Customer** acknowledges that:

- (a) This Authority will remain in full force and effect in respect of all Direct Debits passed to my/our account in good faith notwithstanding my/our death, bankruptcy or other revocation of this Authority until actual notice of such event is received by the Bank.
- (b) In any event this Authority is subject to any arrangement now or hereafter existing between me/us and the Bank in relation to my/our account.
- (c) Any dispute as to the correctness or validity of an amount debited to my/our account shall not to be the concern of the Bank except in so far as the Direct Debit has not been paid in accordance with this Authority. Any other disputes lies between me/us and the Initiator.
- (d) Where the Bank has used reasonable care and skill in acting in accordance with this Authority, the Bank accepts no responsibility or liability in respect of:
  - (i) the accuracy of information about Direct Debits on Bank statements
  - (ii) any variations between notices given by the Initiator and the amounts of Direct Debits
- (e) The Bank is not responsible for, or under any liability in respect of the Initiators failure to give written advance notice correctly nor for the non-receipt or late receipt of notice by me/us for any reason whatsoever. In any such situation the dispute lies between me/us and the Initiator.

### 4. **The Bank** may:

- (a) In its absolute discretion, conclusively determine the order of priority payment by it of any monies pursuant to this or any other Authority, cheque or draft properly executed by me/us and given to or drawn on the Bank.
- (b) At any time terminate this Authority as to future payments by notice in writing to me/us.
- (c) Charge its current fees for this service in force from time-to-time.