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I/We request Fairfield City Council to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the schedule specified below.

Fairfield City Council
86 Avoca Road
Wakeley, NSW 2176

Applicant's Name

Full Name

Property Address

Suburb Post Code

Phone Mobile

Banking Details

Name of the account

Name of the financial institution

Branch location

Account No. BSB

Customer* Signature(s) Date

*Please note that both signatures are required from joint bank accounts Date

Payment details - please tick your preferred option

Payment in full

Payment by instalments

31 August 30 November 28 February 31 May

Please note arrangement for Direct Debit payment is processed on Fridays

Weekly \$ Fortnightly \$ Monthly \$

I/We understand and acknowledge that:

1. The financial institution may, in its absolute discretion, determine the order of priority of payment by it of any monies pursuant to this Request or any authority or mandate.
2. The Financial Institution may, in its absolute discretion, at any time by notice in writing to me/us terminate this Request as to future debits.
3. The user may, by prior arrangement and advice to me/us, vary the amount of frequency of future debts.

DIRECT DEBITING

Pay your rates the easy way

Will it really be easier?

Keeping track of your accounts is one of the bigger responsibilities you face on a regular basis. It can be anything but easy. Waiting in queues to pay a bill, organising payments through the post, worrying about due dates - all demand precious time.

➤ **Direct debiting is our way of helping you manage your Council rates - worry free.**

Is it safe?

We recognise the need for you to feel confident in the Direct Debit system and Fairfield City Council has full approval to operate the system. Correct use of the Direct Debit system is guaranteed by your financial institution through its own controls.

Is it easy to join?

1. You should first contact your financial institution to find out whether this system of payment is available on your account. Direct Debitting is **not available on credit card accounts**
2. All you have to do is complete the form overleaf and return to our office for processing. The form should be returned **10 working days prior to the first payment being due.**

Do I have to apply each year?

No. If you have already arranged for a Direct debit you are not required to complete another form.

What if I change banks or account details?

If you change your bank details, a new application form will need to be filled out by the original signatory.

How often will my rates accounts be debited?

You have the option of payment of the year's rates, payment by four instalments or payment by arrangement.

You should tick the appropriate box on the application form.

When you elect to pay:

- the full year's rates, your account will be debited on or around the first working day after the due date of 31 August.
- by instalments, your account will be debited on or around the first working day after the due date of each instalment (31 August, 30 November, 28 February and 31 May).
- by arrangement, Council will need to approve your payment plan to ensure your account is maintained. Payments will be processed **each Friday.**

Will I receive reminder notices?

Yes. If you elect to pay by instalments, a reminder notice will be sent 30 days prior to each instalment being due and a message will appear on the instalment notice, noting that you have elected to pay by Direct Debit.

What if I want to Cancel my direct debit?

You must apply in writing at least 10 working days prior to the due date shown on your bill.

Further information

If you require more information about Direct Debiting, please contact our Rating Services Branch on 9725 0822.