

DIRECT DEBIT FORM

OWNERS DETAILS

Full Name			
Mailing Address			
Suburb		Post Code	
Phone		Mobile	
Email			

PROPERTY DETAILS

Assessment No.		Property Address	
----------------	---	------------------	----------------------

BANKING DETAILS

Account Name			
Bank Name			
Branch Location		Post Code	
Account No.		BSB	

PAYMENT DETAILS

Please select one of the following options:

1. ☐ Annual Payment 2. ☐ Quarterly Instalment

OR

3. ☐ Special arrangement to pay (as agreed by you and Fairfield City Council) \$

Note: Direct Debit payments are processed on Fridays

☐ Weekly ☐ Fortnightly ☐ Monthly

DECLARATION

I/We request Fairfield City Council to arrange for funds to be debited from my/our nominated account at the financial institution according to the schedule specified above. I/We understand and acknowledge that:

- 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.
- 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.
- The user may, by prior arrangement and advice to me/us, vary the amount of frequency of future debts.

Ratepayer Name	Signature/s*	Date

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

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 Debiting is not available on credit card accounts.
2. All you have to do is complete the form overleaf and return to our office via post or email for processing. The form should be returned **5 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:

- By Annual payment, your account will be debited on or around the first working day after the due date of 31 August.
- By Quarterly 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 Special Arrangement, Council will need to approve your payment plan to ensure your account is maintained. Payments will be processed each Friday.

Will I receive yearly/instalment notice?

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

Am I signed up for direct debit?

It appears on your yearly or instalment notice.

What if I want to Cancel my direct debit?

You must apply in writing at least **5 working days prior to the date** that your direct debit will be deducted.

Important! Dishonour fee

Please be advised failure to have sufficient funds available in your bank account a dishonour fee will be added onto your rates account. If three dishonour fees have been added, your direct debit will be immediately cancelled by Council.

Further information

If you require more information about Direct Debiting, please contact our Rating Services Branch on 02 9725 0822.

Connect with us



02 9725 0222
Mon-Fri, 8.30am-4.30pm
After Hours Service 02 9725 0222

Interpreter Service 131 450
National Relay Service 133 667
Email: rates@fairfieldcity.nsw.gov.au



Administration Centre: 86 Avoca Road
WAKELEY NSW 2176
Mon-Fri. 8.30am-4.30pm
PO Box 21 FAIRFIELD NSW 1860