



# Direct Debit Request Periodic / Annual Payments

I / We \_\_\_\_\_ authorise you (City of Newcastle, User ID No 086882) to arrange for funds to be debited from my / our account at the financial institution identified in Schedule 1 below and according to the details specified in Schedule 2.

This authorisation is to remain in force in accordance with the terms described in the [Direct Debit Request Service Agreement] - **Refer to Service Agreement Page 3.**

By signing this Direct Debit Request, you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and City of Newcastle as set out in this Request and the Direct Debit Request Service Agreement – **Direct Debits are only available from a savings or cheque account. (Credit cards are not accepted).**

Postal Address \_\_\_\_\_

Telephone No \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Customer's signature(s) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Schedule 1: Details of the Bank Account to be debited (all details for Schedule 1 must be supplied)

Name of the financial institution \_\_\_\_\_

Address of financial institution \_\_\_\_\_

Bank Account in Name of (full names)

\_\_\_\_\_  
(Given Name(s) (Surname(s) or Company / Business Name))

BSB No 

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 Bank Account No 

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### Schedule 2: Payment Details

This payment is for Rates and Charges on the following property:

Address of Property \_\_\_\_\_

RATE ACCOUNT No 

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### Periodic payments and Quarterly or Annual payments

Frequency of Debit (**Please tick the appropriate box**)

Quarterly  Annually

First Payment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Final Payment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If payments are **not** to continue for future year

Choose date to commence Quarterly Instalment deductions :-

- 1<sup>st</sup> Instalment - 31 August
- 2<sup>nd</sup> Instalment - 30 November
- 3<sup>rd</sup> Instalment - 28 February
- 4<sup>th</sup> Instalment - 31 May



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# Direct Debit Request Periodic Payments / Direct Debit Dates 2021/2022

Frequency of Debit     Fortnightly                       Monthly

Amount of Debit \$ \_\_\_\_\_

First Payment Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_    *Refer to date schedule below*

Final Payment Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*If payments are **not** to continue for future year*

Fortnightly Direct Debit Dates Commencing on a Monday		Fortnightly Direct Debit Dates Commencing on a Friday	
5 July 2021		9 July 2021	
19 July 2021		23 July 2021	
2 August 2021		6 August 2021	
16 August 2021		20 August 2021	
30 August 2021		3 September 2021	
13 September 2021		17 September 2021	
27 September 2021		1 October 2021	
11 October 2021		15 October 2021	
25 October 2021		29 October 2021	
8 November 2021		12 November 2021	
22 November 2021		26 November 2021	
6 December 2021		10 December 2021	
20 December 2021		24 December 2021	
4 January 2022		7 January 2022	
17 January 2022		21 January 2022	
31 January 2022		4 February 2022	
14 February 2022		18 February 2022	
28 February 2022		4 March 2022	
14 March 2022		18 March 2022	
28 March 2022		1 April 2022	
11 April 2022		15 April 2022	
26 April 2022		29 April 2022	
9 May 2022		13 May 2022	
23 May 2025		27 May 2022	
6 June 2022		10 June 2022	
20 June 2022		24 June 2022	
Monthly Direct Debit Dates			
Thursday 1 July 2021		Tuesday 4 January 2022	
Monday 2 August 2021		Tuesday 1 February 2022	
Wednesday 1 September 2021		Tuesday 1 March 2022	
Friday 1 October 2021		Friday 1 April 2022	
Monday 1 November 2021		Monday 2 May 2022	
Wednesday 1 December 2021		Wednesday 1 June 2022	



City of  
Newcastle

# Direct Debit – Service Agreement

1. This agreement is between the Direct Debit User (Newcastle City Council - User ID No 086882) and you (the Customer). We undertake to periodically debit your nominated account for the agreed amount for your rates and charges. All notices for Rates and Charges will continue to be issued in accordance with the provisions of Section 546 of the Local Government Act, 1993.
2. Council will provide a minimum of 14 days notice to change the terms of this arrangement.
3. A copy of your Direct Debit Request will be made available to you upon your written request.
4. Customers may defer or alter the drawing schedule with a minimum of five days notice. Refer Item 13.
5. Customers may stop an individual debit with a minimum of five days notice. Refer Item 13.
6. Customers may suspend or cancel the Direct Debit Request with a minimum of five days notice. Refer Item 13.
7. Any disputed transaction should be referred to the Council. An explanation will be supplied promptly. Refer Item 13.
8. Any debit due to be drawn on a non-business day will be drawn on the next business day.
9. It is the responsibility of the customer to ensure that the nominated account can accept Direct Debits.
10. It is the responsibility of the customer to ensure that **CLEAR** funds are available in the account on any due date.
11. Any debit which is dishonoured will be reversed from the rate account and a dishonour fee will be charged to the Customer's rates and charges account. **The current dishonour fee charged by Council is \$19.40 but may vary from time to time according to Council's fee structure.**
12. All customer information will be confidential, except as required by my sponsor financial institution and by law.
13. All enquiries regarding this Direct Debit Request are to be referred to Council's Rates Team by phoning (02) 4974 2000 between 8:30am and 5:00pm Monday to Friday.

## Lodging your request for Direct Debit

### By mail:

Chief Executive Officer  
City of Newcastle  
PO Box 489  
**NEWCASTLE NSW 2300**

Email: [rates@ncc.nsw.gov.au](mailto:rates@ncc.nsw.gov.au)

### In person:

City of Newcastle  
12 Stewart Avenue  
**NEWCASTLE WEST NSW 2302**

[www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au)

## Protecting your privacy

City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and City of Newcastle's Privacy Management Plan.

**Purpose:** This is a request to pay your rates and charges using Direct Debit using periodic payment.

**Intended recipients:** City of Newcastle's Rates team. This Team is part of the Finance Service Unit which belongs to the Governance.

**Supply:** The supply of this information is voluntary.

**Consequence of Non Provision:** City of Newcastle will be unable to implement this method of payment for you.

**Storage and security:** Your information will be stored in the electronic database and will only be available to Officers in the Rates Team.

**Access:** Your information can be checked for accuracy by calling (02) 4974 2000.