



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 :-

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



City of
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Direct Debit Request Periodic Payments / Direct Debit Dates 2022/2023

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	
4 July 2022		8 July 2022	
18 July 2022		22 July 2022	
1 August 2022		5 August 2022	
15 August 2022		19 August 2022	
29 August 2022		2 September 2022	
12 September 2022		16 September 2022	
26 September 2022		30 September 2022	
10 October 2022		14 October 2022	
24 October 2022		28 October 2022	
7 November 2022		11 November 2022	
21 November 2022		25 November 2022	
5 December 2022		9 December 2022	
19 December 2022		23 December 2022	
3 January 2023 (Tuesday)		6 January 2023	
16 January 2023		20 January 2023	
30 January 2023		3 February 2023	
13 February 2023		17 February 2023	
27 February 2023		3 March 2023	
13 March 2023		17 March 2023	
27 March 2023		31 March 2023	
11 April 2023 (Tuesday due to Easter)		14 April 2023	
24 April 2023		28 April 2023	
8 May 2023		12 May 2023	
22 May 2023		26 May 2023	
5 June 2023		9 June 2023	
19 June 2023		23 June 2023	
Monthly Direct Debit Dates			
Friday 1 July 2022		Tuesday 3 January 2023	
Monday 1 August 2022		Wednesday 1 February 2023	
Thursday 1 September 2022		Wednesday 1 March 2023	
Tuesday 4 October 2022		Monday 3 April 2023	
Tuesday 1 November 2022		Monday 1 May 2023	
Thursday 1 December 2022		Thursday 1 June 2023	



City of
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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. City of Newcastle 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

In person:

City of Newcastle
12 Stewart Avenue
NEWCASTLE WEST NSW 2302

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 Customer Service / Rates Teams.

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