



# Direct Debit Request

Office Use: Date Rec..... Officer ..... Entered .....

**Request and Authority to debit the account named below to pay  
Yass Valley Council**

<p><b>Request and Authority to debit</b></p>	<p><b>Surname or company name</b> _____</p> <p><b>Contact Phone :</b> _____</p> <p><b>Given names or ACN/ARBN</b> _____ (“you”)</p> <p>request and authorise <i>Yass Valley Council</i> {user id 262906} to arrange, through its own financial institution, for any amount <i>Yass Valley Council</i> may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to <i>Yass Valley Council</i>, subject to the terms and conditions of the Direct Debit Request Service Agreement {and any further instructions provided below}.</p>
<p><b>Insert the name and address of financial institution at which account is held</b></p>	<p><b>Financial institution name</b> _____</p> <p><b>Address</b> _____</p>
<p><b>Insert details of account to be debited</b></p>	<p><b>Name of account</b> _____</p> <p><b>BSB number</b>      _ _ _ _  -  _ _ _ _ </p> <p><b>Account number</b>      _ _ _ _ _ _ _ _ _ _ _ _ _ _ </p>
<p><b>Acknowledgment</b></p>	<p>By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and <i>Yass Valley Council</i> as set out in this Request and in your Direct Debit Request Service Agreement.</p>
<p><b>Payment Details</b></p> <p><b>Account to be Paid:</b></p>	<p><input type="checkbox"/> [The maximum amount to be debited at any one time is:</p> <p><input type="checkbox"/> \$  _ _ _ _ _  -  _ _ _ _  _____</p> <p align="center"><b>(amount in words)</b></p> <p>The first debit may be made on (1<sup>st</sup> available Thursday) ___ / ___ / ___ and at weekly / fortnightly / monthly/ instalment intervals (4 times a year for rates &amp; 3 times a year for water usage – please note this will deduct the amount due)</p> <p><b>Please suspend my debit if my account goes into credit</b>    _ _ </p> <p>Rate Assessment Number _____</p> <p>Water Assessment Number _____</p> <p>Sundry Debtors _____</p>
<p><b>Insert your signature and address</b></p>	<p><b>Signature</b> _____</p> <p align="center">(If signing for a company, sign and print full name and capacity for signing eg. director)</p> <p><b>Address</b> _____</p> <p>_____</p> <p><b>Date</b>     ___ / ___ / ___</p>