

**Request and Authority to debit the account named below to pay
Liverpool City Council**

<p>Request and Authority to debit</p>	<p>Surname or Company Name _____</p> <p>Given Names or ACN/ARBN _____ (you)</p> <p>request and authorise <i>Liverpool City Council, User ID No 135160</i> to arrange for any amount Liverpool City Council may debit or charge you to debited through the Bulk Electronic Clearing System from an account held at the Financial Institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement (and any further instructions provided below).</p>
<p>Insert the name and Address of the Financial Institution at which the Account is held</p>	<p>Financial Institution Name _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p>
<p>Insert details of Account to be debited</p>	<p>Name of Account _____</p> <p>BSB Number _____</p> <p>Account Number _____</p>
<p>Optional Section: (Payment Details)</p>	<p><input type="checkbox"/> Commence Direct Debit from the next rates instalment</p> <p align="center">OR</p> <p><input type="checkbox"/> Commence Direct Debit from ____ / ____ / ____ (31 August/30 November/28 February/31 May)</p>
<p>Insert your signature, address and telephone number</p>	<p>Signature _____ (If signing for a company; sign and print full name and capacity for signing eg: Director)</p> <p>Address _____</p> <p>_____</p> <p>Telephone Number _____</p> <p>ASSESSMENT NUMBER _____ (from your Rates Notice)</p>

*Locked Bag 7064
LIVERPOOL BC NSW 1871
Email rates@liverpool.nsw.gov.au*

*Level 2, 33 Moore Street, Liverpool NSW 2170
Telephone (02) 8711 7800*

1. Notification that payment is due

When paying by direct debit only the annual Rate Notice issued in July each will be forwarded to you. The instalments amounts and due dates are shown on the notice. The amounts will be debited from the account you have nominated at your financial institution on the due date.

2. Due Date

When the due date for payment falls on a day, which is not a business day, it is taken to be due on the next business day. For further information please call Council's Rates Department on (02) 8711 7800.

3. Sufficient Funds

You must ensure that you have sufficient clear funds available in the relevant account by the due date to permit the payment of the direct debit.

4. Unpaid Items

When a direct debit item is returned as unpaid by the bank, Council may charge an administration fee.

5. Change in payment method or cancellation

You may cancel the direct debit or change your nominated account by simply letting us know in writing at least five (5) business days before payment is due.

6. Complaints

We will provide you with contact details for lodging complaints when the direct debit is established, and these details will be repeated on regular bills. We will respond to any complaint within five (5) business days.

7. Direct debit guarantee

If you dispute any amount on a bill or on a notification of payments due under a pre-agreed arrangement, and you let us know at least five (5) business days before payment is due, we guarantee we will not debit your account for the amount in dispute until the dispute is resolved. This notice will allow us enough time to resolve the problem or to halt processing of the payment.

8. Incorrect or wrongful debit

The privacy provision as per Item 9 applies; however, your financial institution may require information to be provided in connection with a claim made relating to an alleged incorrect or wrongful debit.

9. Privacy

We will maintain strict control over the information you provide to us. We will act only on your written instructions or those of your authorised representative.