



## LODGEMENT OF APPLICATION

**Council:** Monday-Friday, 8:00am-4:30pm  
**Auburn Service Centre** - 1 Susan Street, Auburn NSW 2144  
**Merrylands Service Centre** - 16 Memorial Avenue, Merrylands NSW 2160  
**Mail:** The General Manager, Cumberland City Council, PO Box 42, Merrylands NSW 2160  
**Email:** [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au)

## Sundry Debtor Details

Name/s or Company:			
Debtor Number:			
Home/Work No:		Mobile No:	
Email:			
Postal Address:	Unit no:	House no:	
	Street:		
	Suburb:	Postcode:	

## Payment Schedule

Please tick to indicate your frequency of payment

☐ Full Invoice

OR

☐ Special arrangement to Pay (as agreed by you and Cumberland City Council): \$

☐ Monthly ☐ Fortnightly ☐ Weekly Commencement Date:

## Account Details

**Account to debited - Please note Direct Debit is not available from any Credit Card Account**

Name of Bank/Financial Institution:										
Account Name:										
BSB:	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Account No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Declaration

I/We authorise Cumberland City Council (USER ID 2729) to arrange a debit to your nominated account to pay for debtors. This debit or charge will be arranged by Cumberland City Council's financial institution and made through the Bulk Electronic Clearing System (BECS) from your nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Signature:	<input type="text"/>	Date:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

## Direct Debit Request Service Agreement

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

This is your Direct Debit Service Agreement with **Cumberland City Council, User Id 2729 ABN 22 798 563 329**. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

### Definitions

**Account** means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

**Agreement** means this Direct Debit Request Service Agreement between you and us.

**Banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**Debit day** means the day that payment by you to us is due.

**Debit payment** means a particular transaction where a debit is made.

**Direct Debit Request** means the written, verbal or online request between us and you to debit funds from your account.

**Us or we** means **Cumberland City Council**, (the Debit User) you have authorised by requesting a *Direct Debit Request*.

**You** means the customer who has authorised the *Direct Debit Request*.

**Your financial institution** means the financial institution at which you hold the *account* you have authorised us to debit.

### 1. Debiting your account

- 1.1. By submitting a Direct Debit Request, you have authorised us to arrange for funds to be debited from your account. The Direct Debit Request and this agreement set out the arrangement between us and you.
- 1.2. We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request or we will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.
- 1.3. If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

### 2. Amendments by us

We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days' written notice sent to the preferred email or address you have given us in the Direct Debit Request.

### 3. How to cancel or change direct debits

You may change, stop or defer a debit payment, or terminate this Direct Debit Request by providing us at least (14) days' notification: **Email:** [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au) **Mail:** PO Box 42 Merrylands NSW 2160 **Ph:** Accounts Receivable Section on **02 8757 9000** or you can also contact your own financial institution, which act promptly on your instructions.

### 4. Your Obligations

- 4.1. It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.
- 4.2. If there are insufficient clear funds in your account to meet a debit payment:
  - 4.2.a) you may be charged a fee and/or interest by your financial institution;
  - 4.2.b) we may charge you reasonable costs incurred by us on account of there being insufficient funds; and
  - 4.2.c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- 4.3. You should check your account statement to verify that the amounts debited from your account are correct.

### 5. Dispute

- 5.1. If you believe there has been an error in debiting your account, you should notify us directly by phone on **02 8757 9000**. Alternatively you can contact your financial institution for assistance.
- 5.2. If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging within a reasonable period for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3. If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

### 6. Accounts

You should check:

- 6.1.a) with your financial institution whether direct debiting is available from your account as direct debiting is not available through BECS on all accounts offered by financial institutions.
- 6.1.b) your account details which you have provided to us are correct by checking them against a recent account statement; and
- 6.1.c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

### 7. Confidentiality

- 7.1. We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2. We will only disclose information that we have about you:
  - 7.2.a) to the extent specifically required by law; or
  - 7.2.b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

### 8. Contacting each other

- 8.1. If you wish to notify us in writing about anything relating to this agreement, you should write to: Cumberland City Council PO Box 42 Merrylands NSW 2160 or email: [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au)
- 8.2. We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request. Any notice will be deemed to have been received on the second banking day after sending.

### Privacy and Personal Information

Council is bound by the provisions of the Privacy & Personal Information Protection Act 1998 in the collection, storage and utilisation of personal information provided. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for access and /or disclosure under various NSW Government Legislation.