



LODGEMENT OF APPLICATION

Email: council@cumberland.nsw.gov.au

1.Type of Request

☐ New Request ☐ Update Request

2. Email Address for Debtor Accounts

Please state below the email address you would prefer the Debtor Invoice/Statements to be sent to:

Email Address:

3.Debtor Details

Debt/Applicant Name:

Contact Name: Mobile No:

Email Address:

Postal Address: Unit/House No:

Street Name:

Suburb: Postcode:

4.Debtor Number

List all Debtor numbers where you wish to receive Invoices and Statements by e-mail

	Debtor Number	Property Address
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>

5. Authorisation

By signing below, it is accepted that you agree to the Terms & Conditions overleaf.

Please send all future Debtor Invoice and Debtor Statements for this account listed to the email address as advised.

☐ I have read and understand the terms and conditions (**see over**) of this service and certify that I act on behalf of all the owners or business owners, to receive VIA this method & have authority to act on, you are responsible for payment of the invoice.

Name:

Signature: Date:

6. Privacy Note

The personal information that you are providing on this application to Council is for the purpose of processing this request under the Privacy and Personal Information Protection Act (PPIPA) 1998. The intended recipients of the personal information are officers within Council.

7. Terms and Conditions

Following receipt of your request:

1. Council will no longer post paper Debtor Accounts ("Debtor Tax Invoices and Statements") to you, or any person to whom paper Tax Invoices for the nominated Debtor account(s) were previously sent.
2. All future Debtor Invoices/ Statements will be in the form of a PDF attachment to an e-mail sent to the address nominated by you.
3. You are responsible to notify council if this Email address that you have provided is no longer valid.
4. You must advise any other person to whom paper invoices/statements are currently being sent that they will no longer receive paper Tax Invoices for their Debtor account, as a result of your request. Council will not be responsible for providing this notification.
5. You must check your nominated e-mail address for Debtor Accounts before the respective payment due dates.
6. You agree that you are deemed to have received the e-mail when it reaches your internet service provider, whether or not you have opened or read the e-mail.
7. You agree that you will retain the Debtor information yourself electronically or by printing the Notice.
8. You can withdraw your request for e-mail delivery of debtor account at any time by **writing** to Council. Your withdrawal request may be e-mailed or posted and include an up to date forwarding postal address.
9. The delivery of Debtor invoice/statement via e-mail will be cancelled if any Debtor payer of the nominated rate assessment or their authorised agent requests cancellation.
10. Upon withdrawal or cancellation of the e-mail delivery service, Council will commence sending paper Invoices/Statements to the last advised mailing address for the Debtor Tax invoice/statements.
11. If Council receives a 'bounce-back' notification from your e-mail address, a paper Debtor Invoice/Statements will be sent to your last advised mailing address for the Debtor invoice. If two or more consecutive bounce-backs occur, Council may cancel the request for e-mail delivery of Debtor Invoice for that debtor account. An 'out of office' notification will not be considered a bounce-back notification.
12. You are responsible for keeping your e-mail address up to date. If you change your e-mail address you must advise Council in writing.
13. In the event that a Reminder/Final Notice is issued, it may also be posted to the last recorded mailing address.
14. Council recommends that you add our email address **council@cumberland.nsw.gov.au** as a "**safe sender**" to ensure successful delivery.

The "Request Debtor Tax Invoice/statement by E-mail" form is available at www.cumberland.nsw.gov.au. This form can also be used to update your e-mail address.

Using an 'Out of Office' or similar notification for a change of e-mail address will not be deemed sufficient you will have advised Council for a change of email address

OFFICE USE ONLY

Request No:

Date:

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

T 8757 9000 W cumberland.nsw.gov.au E council@cumberland.nsw.gov.au