

(This form is a standalone document, a copy of which will be provided to the property owner(s) described in the DIRECT DEBIT AGREEMENT upon acceptance by City of Palmerston).

I/We _____ (The Property Owner/s) hereby request City of Palmerston (User ID No. 252335) until further notice in writing to debit my/our account described in the schedule below (The Schedule), any amount unless a specific amount is described in The Schedule, on such frequency as described in The Schedule, through the Bulk Electronic Clearing System.

I/We understand and acknowledge that it is my/our responsibility to ensure that the account nominated in The Schedule can accept direct debits, and that sufficient clear funds are available in the account nominated in The Schedule to meet the debit on the due date.

I/We further acknowledge that debits to my/our nominated account pursuant to this agreement will be raised subject to the Terms and Conditions of this Agreement as stated on the reverse of this form.

I/We undertake to direct all enquiries regarding this Agreement, including stops and cancellations to City of Palmerston in the first instance.

Authorised Signature(s) for payment: _____

Full Name: _____

Assessment Number: _____

Property Address: _____

THE SCHEDULE

Financial Institution Name: _____

Account Name: _____

BSB Number: _____

Account Number: _____

Note: Direct debiting is not available on the full range of accounts. If in doubt, please refer to your Financial Institution.

Payments will be deducted

- Monthly (On the last business day of each month)
- Fortnightly (Every Alternate Thursday)
- Weekly (Every Thursday)
- Instalment (Standard Instalment Due by Date – Sep, Nov, Jan, Mar)
- Yearly (on 1st Instalment - Total yearly amount is deducted)

Please refer to next page for more details if drawing day does not fall on a business day.

Amount: _____

Start Date: _____

Property Owners' contact details: _____

Phone and Email: _____

Postal Address: _____

PLEASE REFER OVERLEAF FOR IMPORTANT INFORMATION AS TO YOUR RIGHTS AND RESPONSIBILITIES UNDER THIS AGREEMENT

The City of Palmerston complies with the information Privacy Principles contained in the *Information Act* (NT). These principles protect the privacy of personal information collected and held by Council. Council's privacy statement is available from the City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website on www.palmerston.nt.gov.au.

DIRECT DEBIT AGREEMENT - TERMS AND CONDITIONS

Initial Terms

The terms of the direct debit arrangement supplied overleaf supersede any prior direct debit arrangements authorised by the property owner(s) in relation to the assessment number supplied. This arrangement will remain in force until notification is received in writing advising City of Palmerston to cancel the direct debit arrangement.

City of Palmerston will provide at least 14 days prior notice in writing should the terms of the arrangement alter.

PROPERTY OWNER REQUESTS

Deferring the Drawing

Should you wish to defer any particular drawing you should advise City of Palmerston - Rates Section in writing at least 14 days prior to the due date.

Altering the Schedule

Should you wish to alter any details contained within The Schedule you should advise City of Palmerston - Rates Section in writing at least 14 days prior to the due date.

Stopping an Individual Debit

Should you wish to stop an individual debit you should advise City of Palmerston - Rates Section in writing at least 14 days prior to the due date. Alternatively, you can contact your Financial Institution directly to arrange for the debit to be stopped.

Suspending the Direct Debit Request

Should you wish to suspend the Direct Debit Request you should provide a written request to City of Palmerston - Rates Section within 14 days of the due date detailing the period you wish the suspension to remain in force.

Cancelling the Direct Debit Request

Should you wish to cancel the Direct Debit Request completely you should provide a written request to City of Palmerston - Rates Section within 14 days of the due date.

Disputes

If you believe that a drawing has been initiated incorrectly, Please contact the Rates Section directly on (08) 8935 9922 during normal business hours.

If you do not receive a satisfactory response from us to your dispute, contact your financial institution.

Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

Drawing Day not a Business Day

Should the due date for any drawing fall on a day that is not a business day, for example a Public Holiday, the debit will be processed the following business day. Exception: Payments that fall on the last business day of June will be processed on the first business day of July each year.


Drawing subsequently dishonoured by Financial Institution

Should any drawing be subsequently dishonoured by your Financial Institution, the assessment record will be adjusted to reflect the payment being returned dishonoured. Any fees incurred by Council in respect of the dishonour will be debited to the assessment. Council may also debit an administration fee as determined.

Confidentiality


All information provided by The Property Owner within the Direct Debit Agreement shall be maintained by Council in accordance with the *Privacy Act 1988*.


PLEASE RETURN COMPLETED FORM TO THE CITY OF PALMERSTON

 In Person: Level 1, Civic Plaza,
1 Chung Wah Terrace, Palmerston

 rates@palmerston.nt.gov.au

 PO Box 1 Palmerston NT 0831

 8935 9922

 8935 9900

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