

Direct Debit Request

Periodic / Annual Payments



I /We _____ authorise you (City of Newcastle, User ID No 086882) to arrange for funds to be debited from my/our account at the financial institution identified in Schedule 1 below and according to the details specified in Schedule 2.

This authorisation is to remain in force in accordance with the terms described in the [Direct Debit Request Service Agreement] - **Refer to Service Agreement.**

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Council as set out in this Request and the Direct Debit Request Service Agreement.

Postal Address _____

Telephone No _____ Mobile _____

Email _____

Customer's signature(s) _____ Date ____/____/____

Schedule 1: Details of the Bank Account to be debited (all details for Schedule 1 must be supplied)

Name of the financial institution _____

Address of financial institution _____

Bank Account in Name of (full names)

(Given Name(s) (Surname(s) or Company/Business Name))

BSB No

--	--	--	--	--	--

 Bank Account No

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Schedule 2: Payment Details

This payment is for Rates and Charges on the following property:

Address of Property _____

RATE ACCOUNT No

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Periodic payments and Quarterly or Annual payments

Quarterly Annually (please tick the appropriate box)

First Payment Date: ____/____/____

Final Payment Date: ____/____/____
If payments are **not** to continue for future year

Choose date to commence Quarterly Instalment deductions :-

- 1st Instalment - 31 August
- 2nd Instalment - 30 November
- 3rd Instalment - 28 February
- 4th Instalment - 31 May

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Frequency of Debit Fortnightly Monthly

Amount of Debit \$ _____

First Payment Date: ____ / ____ / ____ Refer to [date schedule on our website](#)

Final Payment Date: ____ / ____ / ____

Lodging your request for Direct Debit

By mail:

Chief Executive Officer
City of Newcastle
PO Box 489
NEWCASTLE NSW 2300

In person:

City of Newcastle
282 King Street
NEWCASTLE NSW 2300

Email:

mail@ncc.nsw.gov.au

Protecting your privacy

City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and City of Newcastle's Privacy Management Plan.

Purpose: This is a request to pay your rates and charges using Direct Debit using periodic payment.

Intended recipients: City of Newcastle's Rates team. This Team is part of the Finance Service Unit which belongs to the Governance.

Supply: The supply of this information is voluntary.

Consequence of Non Provision: Will be unable to implement this method of payment for you.

Storage and security: Your information will be stored in the electronic database and will only be available to Officers in the Rates Team.

Access: Your information can be checked for accuracy by calling (02) 4974 2000.