

# Direct Debit Application Form

Shire of Donnybrook Balingup Form 24, 2024-2025



## 1. TYPE OF ACCOUNT

Please indicate the account you elect to pay via direct debit.

Rates – please complete part 3

Debtors – please complete part 4

Reference Number (if known):

## 2. APPLICANT DETAILS

Full Name:

Postal  
Address:

Locality:

Postcode:

Email:

Phone:

## 3. PROPERTY DETAILS (RATES PAYMENTS ONLY)

Please provide the details of the property to pay via direct debit.

Street #:

Street Name:

Suburb:

Postcode:

**Once rates are paid:**

Continue with Direct Debit to get account in credit, or

Cancel Direct Debit

## 4. DEBTOR DETAILS (DEBTOR PAYMENTS ONLY)

Please indicate the debtor account to pay via direct debit.

Debtor Name:

## 5. BANK ACCOUNT DETAILS

Please enter the appropriate bank details for your direct debit.

Bank Code / BSB (6 digits):

Account Number:

Account Name:

Name & Branch of  
Financial Institution:

## 6. DEDUCTION AMOUNT

Please indicate the frequency, deduction amount and commencement date.

Weekly

**Amount per debit:**

Fortnightly

**Commencement date:**



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## 7. DECLARATION

Please sign that you have read and understood the attached Service Agreement and return to the Shire of Donnybrook Balingup via one of the following methods:

**Post:** PO Box 94, Donnybrook, WA 6239

**Email:** [shire@donnybrook.wa.gov.au](mailto:shire@donnybrook.wa.gov.au)

**In Person:** 1 Bentley St, Donnybrook, WA 6239 (Monday – Friday, 8:30:am – 4:00pm)

**Online:** [www.donnybrook-balingup.wa.gov.au](http://www.donnybrook-balingup.wa.gov.au) (please use our Contact Us form)

I/We authorise and request that the Shire of Donnybrook Balingup (*User ID 204312*) debit my account at the financial institution shown above, through the Direct Debit system.

I/We also acknowledge that the *Direct Debit Request Service Agreement* included in this form has been read and understood.

Applicant 1 Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant 2 Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Assessment #:

Debtor #:

Entered by:

Date:

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## The Shire's commitment & responsibilities to you

The following information outlines the service commitments in respect of the Direct Debit Request arrangements between the Shire of Donnybrook Balingup (*User ID 204312*) and you. It explains your rights, our commitment to you, your responsibilities to us, and how you can seek assistance.

- In terms of the Direct Debit Request arrangement made between the Shire and signed by you, we undertake to periodically debit your nominated account for the agreed amount for rates.
- All personal information held by the Shire will be kept confidential except for the information we provide to our financial institution to initiate the drawing from your nominated account.
- An annual administration fee will be charged to your rates account, plus interest charges on outstanding overdue balances.
- The first drawing under this Direct Debit arrangement will occur on your nominated deduction day. Deductions will be made from your nominated account as per your agreement until the debt is fully paid, unless you have an agreement to continue.
- The Shire will give at least seven (7) days notice of any variations to your existing payment arrangement.
- If the normal scheduled drawing date falls on a public holiday or weekend, the Shire will draw from your account on the next available working day.
- The Shire may pass on to you any bank fees it may incur that relate to a dishonoured Direct Debit drawing. If your drawing is dishonoured, we will contact you to discuss alternate payment arrangements.

## Your responsibilities to the Shire of Donnybrook Balingup

- Check with your financial institution to ensure that your nominated account can accept Direct Debits.
- Ensure that on the drawing date there are sufficient funds available in your nominated account. Advise the Shire accordingly should your account be transferred or closed.
- Provide information of any alterations to your existing Direct Debit payment arrangement, or cancellation of your Direct Debit payment arrangement, to the Shire in writing, at least 7 working days prior to the drawing date.

## Disputes

If you believe that there has been an error in debiting your account, you should notify the Shire as soon as possible so that we can resolve your query.

On receipt of advice of any dispute, we will address the issue and advise you of an outcome within 7 working days. If you do not receive a satisfactory result from the Shire to your dispute, contact your financial institution who will respond to you with an answer to your claim:

- Within 7 business days (for claims lodged within 12 months of the disputed drawing date), or
- Within 30 business days (for claims lodged more than 12 months after the disputed drawing date).

You will receive a refund of the drawn amount if we cannot substantiate a reason for the drawing.

## Enquiries

Enquiries can be made to the Shire through the methods listed in the Declaration section (part 7) of this form. Alternatively, you can email your enquiry to [rates@donnybrook.wa.gov.au](mailto:rates@donnybrook.wa.gov.au).



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## Shire of Donnybrook Balingup 2024-2025 Direct Debit Calendar

2024							2025						
JULY							JANUARY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30	31					FEBRUARY						
AUGUST							M	T	W	T	F	S	S
M	T	W	T	F	S	S						1	2
			1	2	3	4	3	4	5	6	7	8	9
5	6	7	8	9	10	11	10	11	12	13	14	15	16
12	13	14	15	16	17	18	17	18	19	20	21	22	23
19	20	21	22	23	24	25	24	25	26	27	28		
26	27	28	29	30	31		MARCH						
SEPTEMBER							M	T	W	T	F	S	S
M	T	W	T	F	S	S	31					1	2
30						1	3	4	5	6	7	8	9
2	3	4	5	6	7	8	10	11	12	13	14	15	16
9	10	11	12	13	14	15	17	18	19	20	21	22	23
16	17	18	19	20	21	22	24	25	26	27	28	29	30
23	24	25	26	27	28	29	APRIL						
OCTOBER							M	T	W	T	F	S	S
M	T	W	T	F	S	S		1	2	3	4	5	6
	1	2	3	4	5	6	7	8	9	10	11	12	13
7	8	9	10	11	12	13	14	15	16	17	18	19	20
14	15	16	17	18	19	20	21	22	23	24	25	26	27
21	22	23	24	25	26	27	28	29	30				
28	29	30	31				MAY						
NOVEMBER							M	T	W	T	F	S	S
M	T	W	T	F	S	S				1	2	3	4
				1	2	3	5	6	7	8	9	10	11
4	5	6	7	8	9	10	12	13	14	15	16	17	18
11	12	13	14	15	16	17	19	20	21	22	23	24	25
18	19	20	21	22	23	24	26	27	28	29	30	31	
25	26	27	28	29	30		JUNE						
DECEMBER							M	T	W	T	F	S	S
M	T	W	T	F	S	S	30						1
30	31					1	2	3	4	5	6	7	8
2	3	4	5	6	7	8	9	10	11	12	13	14	15
9	10	11	12	13	14	15	16	17	18	19	20	21	22
16	17	18	19	20	21	22	23	24	25	26	27	28	29
23	24	25	26	27	28	29							

Fortnightly 1

Fortnightly 2