



# CLUTHA DISTRICT COUNCIL

P O Box 25, 52 Wilson Road, Balclutha  
Telephone: (03) 419-0200, Fax: (03) 418-3185  
Email: help.desk@cluthadc.govt.nz

To pay your Clutha District Council Rates simply complete the white areas below, sign, and return this form in the "Freepost" envelope provided. Clutha District Council will notify you once your application has been processed.

**IMPORTANT:** Please return this authority to: CDC, P O Box 25, BALCLUTHA 9240

## Your Details

Name of Rate Payer(s) .....  
(Mr/Mrs/Miss/Ms) First Name(s) Last Name

Property Address: .....

Postal Address: .....

Telephone: (Home) ..... (Work) ..... Rates Valuation No.: .....

Payment Options:  Weekly  Fortnightly  Monthly  Quarterly

## Your Banking Details

Details of the bank account from which you want to pay your rate account:

Account Name: .....

Account Number:

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Bank Branch Number

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Account Number

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Suffix

Bank Name: ..... Bank Branch .....

Branch P.O. Box No: ..... Town/City: .....

## AUTHORITY TO ACCEPT DIRECT DEBITS

(Not to operate as an assignment or agreement)

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Date / /

I/We authorise you until further notice in writing to debit my/our account with you, all amounts which the Clutha District Council (hereinafter referred to as the Initiator) the registered Initiator of the above Authorisation Code, may initiate by Direct Debit. I/We acknowledge and accept that the bank accepts this authority only upon the conditions listed on the reverse of this form.

Information to appear on my/our Bank Statement:

Payer Particulars

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Payer Code

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Payer Reference

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## Please Sign Here

Authorised Signature(s): .....

Authorised Signature(s): .....

APPROVED	
0610	
10	00

FOR BANK USE ONLY		
Date Received:	Date Received:	Date Received:

BANK STAMP
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# CONDITIONS OF THIS AUTHORITY TO ACCEPT DIRECT DEBITS

## 1. The Initiator:

- (a) Undertakes to give notice to the Acceptor of the commencement date, frequency and amount at least 10 calendar days before the first Direct Debits is drawn (but no more than 2 calendar months). This notice will be provided either:
- (i) in writing; or
  - (ii) by electronic mail where the Customer has provided prior written consent to the Initiator
- Where the Direct Debit system is used for the collection of payments, which are regular as to frequency, but variable as to amounts. The initiator undertakes to provide the Acceptor with a schedule detailing each payment amount and each payment date.

In the event of any subsequent change to the frequency or amount of the Direct Debits, the initiator has agreed to give advance notice of at least 30 days before changes come into effect. This notice must be provided either:

- (i) in writing; or
- (ii) by electronic mail where the Customer has provided prior written consent to the Initiator

or

- (a) Will not initiate a direct debit on my / our account unless authorisation is received from me / us in accordance with the terms and conditions agreed between me / us and the initiator of each amount to be debited from my / our account.
- (b) Has agreed to send notice of the net amount of each direct debit and the due date of debiting after receiving authorisation from me /us under clause (a) but no later than the date the direct debit will be initiated. This notice must be provided either:
- (i) in writing; or
  - (ii) by electronic mail where the Customer has provided prior written consent to the Initiator
- The notice will include the following message "The amount \$ ..... was direct debited to your bank account on (initiating date)."
- (c) May, upon the relationship which gave rise to this Authority being terminated, give notice to the Bank that no further Direct Debits are to be initiated under the Authority. Upon receipt of such notice the Bank may terminate this Authority as to future payment by notice in writing to me / us.

## 2. The Customer may:-

- (a) At any time, terminate this Authority as to future payments by giving written notice of termination to the Bank and to the Initiator.
- (b) Stop payment of any Direct Debit to be initiated under this Authority by the Initiator by giving written notice to the Bank prior to the Direct Debit being paid by the Bank.
- (c) Where a variation to the amount agreed between the Initiator and the Customer from time to time to be direct debited has been made without notice being given in terms of clause 1(a) above, request the Bank to reverse or alter any such Direct Debit initiated by the Initiator by debiting the amount of the reversal or alteration of a Direct Debit back to the initiator through the Initiator's Bank PROVIDED such request is made not more than 120 days from the date when the Direct Debit was debited to my / our account.

## 3. The Customer acknowledges that:-

- (a) The authority will remain in full force and effect in respect of all Direct Debits passed to my / our account in good faith notwithstanding my /our death, bankruptcy or other revocation of this authority until actual notice of such event is received by the bank.
- (b) In any event this authority is subject to any arrangement now or hereafter existing between me / us and the Bank in relation to my / our account.
- (c) Any dispute as to the correctness or validity of an amount debited to my / our account shall not be the concern of the Bank except in so far as the Direct Debit has not been paid in accordance with this authority. Any other disputes lies between me / us and the Initiator.
- (d) Where the bank has used reasonable care and skill in acting in accordance with this authority, the Bank accepts no responsibility or liability in respect of:
- The accuracy of information about Direct Debits on Bank Statements.
  - any variations between notices given by the Initiator and the amounts of Direct Debits.
- (e) The Bank is not responsible for, or under any liability in respect of the Initiator's failure to give written advance notice correctly nor for the non-receipt or late receipt of notice by me / us for any reason whatsoever. in any such situation the dispute lies between me / us and the Initiator.
- (f) Notice given by the Initiator in term of clause 1(a) to the debtor responsible for the payment shall be effective. Any communication necessary because the debtor responsible for payment is a person other the me / us is a matter between me / us and the debtor concerned.

## 4. The Bank may:-

- (a) In it's absolute discretion conclusively determine the order of priority payment by it of any monies pursuant to this or any other authority, cheque or draft properly executed by me / us and given to or drawn on the Bank.
- (b) At any time terminate this authority as to future payments by notice in writing to me / us.
- (c) Charge its current fees for this service in force from time-to-time.