



69 High Street, Sheffield
PO Box 63, SHEFFIELD TAS 7306
E: council@kentish.tas.gov.au
www.kentish.tas.gov.au

Council Use Only

Date & time form received:

Received by:

Direct Debit Request

1 Applicant Information

Surname:	Given Names:
Surname:	Given Names:
Mobile Ph:	Home Ph:
Email Address:	
Property Address:	
Postal Address: (if different from above)	
Property ID Number:	

2 Details of the Account to be Debited

Please note: credit cards will not be accepted.

Name of Financial Institution

Branch

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Bank Account Name

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BSB Number

Account Number

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3 Payment Details

Weekly

\$

Fortnightly

\$

Monthly

\$

Instalments when due (tick if appropriate)

☐

Annual in full (tick if appropriate)

☐

Commence date

End date

Continue indefinitely?

Yes

☐

No

☐

Issue Date: 31/07/2026
Review Date: 31/07/2028

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Note: If this document is a printed copy always check the electronic version to ensure it is up-to-date.



4 Declaration and Signature

By signing this form, I/we acknowledge that I/we:

- Have carefully read, understand, and accept the conditions referred to in the Direct Debit Request Service Agreement (attached); and
- Authorise Kentish Council, APCA User ID Number 127727, to arrange for funds to be debited from my/our account at the financial institution identified and as prescribed in this application through the Bulk Electronic Clearing System (BECS).

Signature/s of account holders

Date

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5 Submission

Applications can be submitted as follows:

- Email to council@kentish.tas.gov.au and label the subject of your email "Direct Debit Request"; or
- Mail to PO Box 63, Sheffield, TAS, 7306; or
- Delivered in person to the council office at 69 High Street, Sheffield.

We will be in contact with you as soon as possible to acknowledge your application and provide advice regarding the assessment process. If you have any enquiries or need assistance completing your application, please contact the Council on (03) 6491 0200.

Personal Information Protection Statement

As required under the Personal Information Protection Act 2004

Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to either Kentish or Latrobe Council.

Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and if necessary, may be disclosed to other public sector bodies, agents, or contractors of Kentish and Latrobe Councils, in accordance with Councils' personal information protection policies.

Failure to provide all required information may result in your application not being able to be accepted or processed.



Direct Debit Request Service Agreement

- 1) The direct debit arrangement requested by the customer (you) is for payment of property rates only and will be accepted or rejected at the discretion of Kentish Council.
- 2) You may cancel, amend or dispute a direct debit payment at any time.
- 3) Council offers three options for direct debit payments:
 - Ongoing weekly, fortnightly, or monthly payments of a fixed amount; OR
 - Each of the four (4) instalments as listed on your rates notice (please note instalment amounts may change annually); OR
 - One single annual payment in full as listed on your rates notice.
- 4) You will be advised 14 days in advance of any changes to the direct debit arrangements. You should allow 14 days for the changes to take effect.
- 5) It is your responsibility to ensure that:
 - Sufficient cleared funds are available in the nominated account on the due date.
 - The account you nominate permits direct debiting, as direct debit through BECS is not available on all accounts.
 - You notify the Council if the nominated account is transferred or closed.
 - You notify the Council if the property for which rates are being debited is sold.
 - The information provided within this application is accurate, and there have been no misrepresentations or omissions.
- 6) If the nominated day falls on a weekend or public holiday, deductions will be made on the next business day.
- 7) For returned unpaid transactions, the following procedure will apply:
 - The scheduled payment against your rates account will be reversed.
 - You may need to make alternative arrangements to pay the missed transaction.
 - If you have two (2) consecutive returned unpaid transactions your direct debit agreement will be cancelled. A dishonour fee may be added to your rates account.
- 8) All customer records and account details will be kept private and confidential to be disclosed only at your request or that of a financial institution in connection with a claim made to an alleged incorrect or wrongful debit, or to verify that a valid authority exists.
- 9) Your payments will be deposited into the following Kentish Council account:
 - BSB: 067 016
 - Account: 10006858