Payment Arrangement for Shire Rates and Services

To the Rates Department,

Please accept this application to make official arrangements to pay off all Rates & Services for the property listed below.

Assessment Number: _____

Property Address: _____

As part of forming this arrangement, I hereby agree to abide by my commitment and understand that if I am in default of this arrangement or if repayments are dishonoured, then Council will commence immediate debt recovery procedures.

Please note this payment arrangement attracts penalty interest as per the Council's Budget and any dishonoured payments will incur dishonour fees of $20.00 per transaction

I understand that this Payment Arrangement is not effected until Council accepts the payment proposal in writing.

Yours faithfully

……

Signed by the Rate Payer

Name: _____

Postal Address: _____

Email: _____

Contact Phone No: (M) _____ (W) _____

Date: _____

Contact Us

Enquiries
Call: (08) 9526 1111
Fax: (08) 9525 5441
Email: info@sjshire.wa.gov.au

In Person
Shire of Serpentine Jarrahdale
6 Paterson Street, Mundijong WA 6123
Open Monday to Friday 8.30am-5pm (closed public holidays)

www.sjshire.wa.gov.au

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Bank Account Details

I/we request that the Shire of Serpentine Jarrahdale draw by way of the Direct Debit System, the amount and interval below from the named financial institution for the payment of Shire rates and services.

Name and Branch of Financial Institution: _____

BSB Number: (6 numbers) _____

Account Number: _____
* not available on credit cards

Account Name: _____

Commencement Date: _____
(Direct Debits only occur on Fridays)

AMOUNT $_____ $_____ $_____
Week Fortnight Month

(**Minimum of $50.00 per week** – this is
Subject to the outstanding balance amount)

Direct Debits will continue INDEFINITELY unless

otherwise advised by either Council or the Rate Payer in writing.

*** Note:** Direct Debiting is not available on the full range of accounts. If in doubt please contact your bank

I/we acknowledge that this Direct Debit arrangement is governed by the terms of the Client Service Agreement received from you.

Account Holder's Signature/s: _____

Date: _____

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Direct Debit Request Service Agreement

Enquiries

In the first instance direct all of your enquiries directly to the Shire of Serpentine Jarrahdale, rather than your financial institution. Any enquiries (e.g. altering the schedule,or cancelling the arrangement) should be made at least 3 working days prior to the next drawing date by contacting the Rates Department in writing and/ or via email to info@sjshire.wa.gov.au

The Shire of Serpentine Jarrahdale's responsibilities to you:

1. All personal information held by us will be kept confidential except for information we provide to our financial institution to initiate the drawing from your nominated account.
2. All Payment Arrangements are reviewed on an individual basis annually.
3. The Shire of Serpentine Jarrahdale will give at least 14 days' notice of any variations to your existing payment arrangements.
4. The Shire of Serpentine Jarrahdale may pass on to you any bank fees it may incur that relate to a dishonoured Direct Debit drawing. If your drawing is returned we will contact you to discuss alternate payment arrangements.

Your Responsibilities to the Shire of Serpentine Jarrahdale

1. Ensure that your nominated account can accept Direct Debits.
2. Ensure that on the drawing date there are sufficient funds available in your nominated account.
3. If your nominated account has insufficient funds and your direct debits are dishonoured a $20.00 dishonour fee will be charged to your account.
4. Advise the Shire of Serpentine Jarrahdale accordingly should your account be transferred or closed.
5. Provide information of any alterations to your existing arrangement to the Shire of Serpentine Jarrahdale in writing.

Disputes

If you believe that a drawing has been initiated or carried out incorrectly, we encourage you in the first instance to take the matter up directly with the Shire of Serpentine Jarrahdale by calling the Rates Department on 9526 1134. The dispute must then be followed up in writing.

On receipt of advice of any dispute we will address the issue and advise you of an outcome within three working days. If you do not receive a satisfactory result from the Shire of Serpentine Jarrahdale about your dispute contact your financial institution.

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

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