



# AUTHORITY TO ACCEPT DIRECT DEBITS

New direct debit

Change in existing direct debit

Name of property owner:

Property address:

Postal address: [Leave blank if same as above]

Valuation number:

Phone number:

Email address:

Receive invoices by email



## BANK ACCOUNT FROM WHICH THE PAYMENTS ARE TO BE MADE

My account to be debited (acceptor):

Name of my bank:

Bank account number:

[Bank]

[Branch]

[Account]

[Suffix]

Please indicate the required frequency for direct debits:

Weekly  
(Thursday)

Fortnightly  
(Thursday)

Monthly  
(20<sup>th</sup>)

Quarterly  
(Due date)

Yearly  
(Due date)

If no frequency is highlighted, direct debits will automatically default to quarterly.

Initiator's authorisation code

0 2 0 5 2 4 8

## IMPORTANT

Please return a copy of this authority to:  
directdebit@qldc.govt.nz

OR

Queenstown Lakes District Council  
Private Bag 50072  
Queenstown

From the acceptor to my bank:

I authorise you to debit my account with the amounts of direct debit instructions received from QLDC (the 'Initiator') with the authorisation code specified on this authority and in accordance with this authority until further notice from me.

I agree that this authority is subject to:

- my bank's terms and conditions that relate to my account, and
- the terms and conditions listed below.

Signature(s)

Date

Specific conditions relating to notices and disputes

- 1) I agree that the initiator must give me at least 10 days' notice prior to each direct debit, provided that where the direct debit is in a series, the Initiator is only required to provide 10 days' notice prior to the first direct debit in the series.
- 2) Changes to the amounts or dates of a series of direct debits require 30 days' prior notice to me.
- 3) I can also agree with the Initiator to receive a same day notice for direct debits specifically requested by me.
- 4) All notices must be in writing, but can be delivered electronically, if I have agreed that with the Initiator.
- 5) I can also ask you to reverse a direct debit up to 120 days after the direct debit if:
  - I didn't receive proper notice of the amount and date of the direct debit, or
  - I received notice but the amount or date of the direct debit is different from the amount or date on the notice.
- 6) If you dishonour a direct debit but the Initiator retries it within 5 business days of the original direct debit, I understand that the Initiator doesn't need to notify me again about that direct debit.