

# Direct Debit Cancellation/Deferment Form

Please TICK which of these you wish to apply for:

- |  |   |
|--|---|
| <input type="checkbox"/> CANCEL - RATES Direct Debit | <input type="checkbox"/> DEFERMENT - RATES Direct Debit |
| <input type="checkbox"/> CANCEL - WATER Direct Debit | <input type="checkbox"/> DEFERMENT - WATER Direct Debit |

## SECTION 1 – PROPERTY OWNER

Assessment Number: \_\_\_\_\_

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## SECTION 2 – CANCELLATION DATE

If you have chosen to cancel your direct debit, please state the date you would like to cancel your direct debit from

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

## SECTION 3 – DEFERMENT DATES

If you have chosen to defer your direct debit, please state the date you would like your payments to stop from

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

Recommence Date: \_\_\_\_\_

**Council requires a minimum of five (5) working days notification in writing prior to any changes being made.**

## DECLARATION

I/We authorise Douglas Shire Council (User ID 405-126) to cancel/defer debiting from my/our nominated bank.

I/We agree to the attached Service Agreement, which I/We have read and understood.

Bank Account Holder(s) Signature(s): X \_\_\_\_\_ Date \_\_\_\_\_

Bank Account Holder(s) Signature(s): X \_\_\_\_\_ Date \_\_\_\_\_

**This agreement is to remain in force in accordance with the terms described in the Service Agreement.**

If you need any help completing this form, please call customer service on (07) 4099 9444.

You can fax, email or send your form into Council using the above information.

### Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.