

# 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 A – Property Owner

Assessment Number:	<input type="text"/>
Name:	<input type="text"/>
Property Address:	<input type="text"/>
Phone Number:	M: <input type="text"/> H: <input type="text"/>
Email:	<input type="text"/>

## SECTION B – 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:	<input type="text"/>
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## SECTION C – Deferment Dates

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

Date:	<input type="text"/>
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Recommence Date:	<input type="text"/>
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**(Please note Council needs five (5) working days to process your request. Please see Calendar for debit dates).**

## SECTION D – 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)

\_\_\_\_\_  
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 – Information Privacy Statement

Your personal information has been collected for the purpose of direct debit applications. The collection of this information is authorised under the Australian Payments Clearing Associations. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed, by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.