

Rates/Water Billing Direct Debit Authority

Date

Return completed form to:

Horowhenua District Council Private Bag 4002, Levin 5540 rates@horowhenua.govt.nz

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Authorised Signature/s

Office Use Only				
Information to appear	on my/our bank statemer	t (to be completed by initiato	r)	
PAYER PARTI	CULARS	PAYER CODE		PAYER REFERENCE
		DECORDED 01/	CHECKED DV	
APPROVED	DATE RECEIVED:	RECORDED BY:	CHECKED BY:	BANK STAMP
NNNN MM/YY				

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.
- 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.

Privacy Statement

Your privacy is important to us. You can view our Privacy Statement using the following link.

www.horowhenua.govt.nz/System-pages/About-this-Site/ Privacy-Statement

Further information on direct debits

HOW A DIRECT DEBIT WORKS

You will receive a written confirmation showing your bank account details, start date, frequency and payment amount (for weekly, fortnightly and monthly frequencies) when this authority has been loaded. We will continue to issue quarterly Rates/Water invoices. The invoices will confirm the balance due for the current instalment, but will confirm that a direct debit arrangement is in place so no additional manual payment is required.

Please stop any existing automatic or internet/telephone banking payments that you may have set up at your bank.

PAYMENT OPTIONS

Property Rates: Weekly or Fortnightly payments are deducted on either a Tuesday or Thursday. Please indicate your preferred day and start date when completing the direct debit form. Monthly payments are deducted on the 15th of each month. Quarterly the balance owing is deducted on the invoice due date.

The amount of your direct debit is calculated based on the balance remaining to be paid for the current rating year divided by the number of weeks, fortnights or months from the start date to the 30th June of the current rating year.

Your Direct Debit amount will be automatically adjusted should your annual rates increase/decrease, or if payment(s) are missed or dishonoured. Three dishonoured payments will result in the cancellation of this authority - these do not need to be consecutive. We will send written notification of any change.

Water Rates: The balance owing is deducted on each invoice due date

CHANGING A DIRECT DEBIT

If you change bank accounts, or purchase a new property in the Horowhenua District, please complete a new direct debit form. Forms are available on our website at www.horowhenua.govt.nz/RatesDirectDebit

CANCELLING A DIRECT DEBIT

Please advise us in writing by email to rates@horowhenua.govt.nz. Please DO NOT cancel the Direct Debit at your bank - this is very important as it will cancel all existing and future authorities to Horowhenua District Council which may result in late rates payments and penalties applied.