

Direct Debit Authority

To pay the Dunedin City Council, complete the areas below, sign and return this form to Freepost Authority Number 247608, Dunedin City Council, PO Box 5045, Dunedin 9054. DCC will notify you when your application has been processed.

Your Details:

Name of Customer: _____ (Acceptor)

Postal Address: _____

Telephone: (home) _____ (work) _____

Email: _____ Debtor Number: _____

Payment Options

☐ Weekly ☐ Fortnightly ☐ Monthly

Preferred day of the week: _____ Preferred start date: _____

Your Banking Details:

Details of the bank account from which you want to pay your account:

Account Name: _____

Account Number:

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bank

branch

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account number

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suffix

Bank name: _____ Branch: _____

Important: Please attach verification of your bank account. The verification must show the bank's logo, account holder's full name and full bank account number, and can be either:

- A bank deposit slip, or
- A copy of the top of a bank statement, or
- A letter from your bank, or
- A slip from an ATM machine

From the acceptor to Dunedin City Council (the initiator)

I/We authorise you to debit my/our account with the amounts of direct debits from Dunedin City Council with the authorisation code specified on this authority in accordance with this authority until further notice.

I/We agree that this authority is subject to:

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

Information to appear on my/our bank statement:

D	C	C		D	E	B	T	O	R	S
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particulars

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code

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reference

Please sign here:

Authorised Signature

Date

Authorised Signature

Date

Bank use only	
Approved	
0556	08/21

Specific conditions relating to notices and disputes

1. I may ask my bank to reverse a direct debit up to 120 calendar days after the debit if:
 - I don't receive a written notice of the amount and date of each direct debit from the initiator, or
 - I receive a written notice but the amount or the date of debiting is different from the amount or the date specified on the notice.
2. The initiator is required to give me a written notice of the amount and date of each direct debit no less than 10 calendar days before the date of the debit.
3. If the bank dishonours a direct debit but the initiator sends the direct debit a second time within five business days of the original direct debit, the initiator is not required to notify me a second time of the amount and date of the direct debit.