

Debtors Direct Debit Authority Form



MARLBOROUGH DISTRICT COUNCIL



After completion:

Email to: accountsreceivable@marlborough.govt.nz

Or post to: Marlborough District Council, PO Box 443, Blenheim 7240, New Zealand

Payment Options:

Debtor

Monthly

Start Date _____

(Payments will be made on the 20th of the month following invoice date.)

Debtor Details:

Debtor Name

Daytime Phone Number

Mobile

Email Address

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Debtor/Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank Account Details:

My account to be debited (acceptor)

Name of my bank:

AUTHORISATION CODE
0 2 0 5 0 6 1

<input type="text"/>	<input type="text"/>
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Bank

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Branch

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Suffix

From the acceptor to my bank:

I authorise you to debit my account with the amounts of direct debit instructions received from

Marlborough District Council (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 conditions listed over.

Your signature(s) (Bank account holders to complete)

Date

<input type="text"/>	<input type="text"/>
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See conditions listed over



Payment of Debtors by Direct Debit

➤ **How do I set up a direct debit?**

Complete and sign the direct debit authority form overleaf and email it to mdc@marlborough.govt.nz or post it back to us. We will send you a confirmation letter when we have processed your application.

➤ **If you change your bank account details**

You will then need to complete a new form and send it to us with all the new details.

➤ **How do I stop or amend a direct debit?**

You can amend or stop your existing direct debit at any time by either phoning us on (03) 520 7400, emailing mdc@marlborough.govt.nz or writing to us at PO Box 443, Blenheim 7240.

Tell us that you want to cancel or amend your direct debit. We need to know at least two days before the direct debit is due to be deducted from your bank account.

Any questions about paying by direct debit?

Contact the Council Customer Services Officers:

Telephone 03 520 7400

Email mdc@marlborough.govt.nz

Facsimile

Web

03 520 7496

www.marlborough.govt.nz

➤ **Specific conditions relating to notices and disputes**

- 1) I agree that the Initiator must give me at least 10 days' prior notice of each direct debit, including the first direct debit in a 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.

Information which will appear on your Bank Statement:

MARLBOROUGH DISTRICT DEBTORS/ACCOUNT NUMBER (You will find this on the top right hand corner of your Debtors Tax Invoice) and a TRANSACTION ID.