



Marlborough District Council

Payment of Rates by Direct Debit

Weekly, fortnightly, monthly and quarterly amounts can now be paid automatically using the *Direct Debit* system operated by your bank. *Direct Debit* is a convenient method of paying bills which occur regularly, but where the amount payable may vary from payment to payment. Council will confirm the amount and date of your payments. If no objection is received Council will notify your bank, who will debit your account with the amount advised as being payable, and credit Council's bank with that amount.

The principal features of the system are:


1. For so long as you remain a current *Direct Debit* payer no late payment penalties will be charged, as your rates will always be paid in time.
2. To join the system you simply fill in the enclosed form, giving details of your rateable property(s) and the account from which you wish the rates payment to be made, sign and date it and post or deliver it to the Council offices.
3. You do not have to mail your cheque or deliver it to Council's offices. Even if you are away from home, or forget that the payment is due, your rates will be paid on time. (subject to there being sufficient funds in your account to honour the authority).
4. A full record of the amount paid will appear on your bank statement together with details of the payment that you decide should identify it. Simply fill in the panel **Information to appear on my/our bank statement** with the information that you wish to appear on your bank statement.
5. You will be given at least 10 days notice of any variation made to your deduction. In most instances this will occur annually when your rates change.
6. This authority can be terminated by you at any time by you giving written notice to Council.

To take advantage of this efficient method of paying your rates complete and sign the enclosed form and return it to Council. If you have more than one property, attach a schedule of the properties for which you wish to use the Direct Debit Authority payment system. Forms are available from the Marlborough District Council website www.marlborough.govt.nz

If you require any further information about this payment system, please call the Marlborough District Council on ph (03) 520 7400 or email your enquiry to mdc@marlborough.govt.nz

To Fill in the Direct Debit Authority Form

Sample Only

 MARLBOROUGH DISTRICT COUNCIL TELEPHONE 03 520 7400	After completion, please return to: Marlborough District Council PO Box 443, Blenheim 7240 New Zealand	PROPERTY NO. 1 Address of 2 Property Contact Name: 3 Day Phone (0.....) Night Phone (0.....)
<input type="checkbox"/> RATES <input type="checkbox"/> QUARTERLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> FORTNIGHTLY <input type="checkbox"/> WEEKLY 4	<input type="checkbox"/> WATER <input type="checkbox"/> QUARTERLY Start Date	
BANK INSTRUCTIONS NAME: (Of Bank Account) 5		AUTHORITY TO ACCEPT DIRECT DEBITS (Not to operate as an assignment or agreement)
BANK ACCOUNT FROM WHICH PAYMENTS TO BE MADE: Bank Branch Account Number Suffix 6		AUTHORISATION CODE 0 2 0 5 0 6 1
(Please attach an encoded deposit slip to ensure your number is loaded correctly) To: The Bank Manager, BANK: 7 BRANCH: TOWN/CITY:		
I/We authorise you until further notice, to debit my/our account with all amounts which MARLBOROUGH DISTRICT COUNCIL (hereinafter referred to as the Initiator) the registered Initiator of the above Authorisation Code, may initiate by Direct Debit. I/we acknowledge and accept that the bank accepts this authority only upon the conditions listed below.		
INFORMATION TO APPEAR ON MY/OUR BANK STATEMENT: PAYER PARTICULARS 8 PAYER CODE PAYER REFERENCE YOUR SIGNATURE(S) 9 DATE: / /		
Approved 0 5 0 6 1 2 0 1		For Bank Use Only Original - Retain at Branch Date Received: Recorded by: Checked by: BANK STAMP
CONDITIONS OF THIS AUTHORITY 1. The Initiator (a) Has agreed to give advance Notice of the net amount of each Direct Debit and the due date of debiting at least 10 calendar days before (but not more than 2 calendar months) the date the Direct Debit will be initiated. This notice will be provided either: (i) in writing; or (ii) by electronic mail where the Customer has provided prior written consent to the Initiator The advance notice will include the following message:- "Unless advice to the contrary is received from you by ("date), the amount of \$..... will be Directly Debited to your Bank account on (initiating date)." *This date will be at least two days prior to the due date to allow for amendment of Direct Debits (b) May, upon the relationship which gave rise to this Authority being terminated, give notice to the Bank that no further Direct Debits are to be initiated under the Authority. Upon receipt of such notice the Bank may terminate this Authority as to future payments by notice in writing to me/us.		
2. The Customer may:- (a) At any time, terminate this Authority as to future payments by giving written notice of termination to the Bank and to the Initiator. (b) Stop payment of any Direct Debit to be initiated under this authority by the Initiator by giving written notice to the Bank prior to the Direct Debit being paid by the Bank.		
3. The Customer acknowledges that:- (a) This authority will remain in full force and effect in respect of all Direct Debits made from me/our account in good faith notwithstanding my/our death, bankruptcy or other revocation of this authority until actual notice of such event is received by the Bank. (b) In any event this authority is subject to any arrangement now or hereafter existing between me/us and the Bank in relation to my/our account. (c) Any dispute as to the correctness or validity of an amount debited to my/our account shall not be the concern of the Bank except in so far as the Direct Debit has not been paid in accordance with this authority. Any other disputes lie between me/us and the Initiator. (d) Where the Bank has used reasonable care and skill in acting in accordance with this authority, the Bank accepts no responsibility or liability in respect of:- - the accuracy of information about Direct Debits on Bank statements - any variations between notices given by the Initiator and the amounts of Direct Debits (e) The Bank is not responsible for, or under any liability in respect of the Initiator's failure to give written advance notice correctly nor for the non-receipt or late receipt of notice by me/us for any reason whatsoever. In any such situation the dispute lies between me/us and the Initiator.		
4. The Bank may:- (a) In its absolute discretion conclusively determine the order of priority of payment by it of any monies pursuant to this or any other authority, cheque or draft properly executed by me/us and given to or drawn on the Bank. (b) At any time terminate this authority as to future payments by notice in writing to me/us. (c) Charge its current fees for this service in force from time-to-time.		

White copy for Marlborough District Council - Rates Office, Yellow copy to be retained by Customer

1. Copy the Property Number from your rates invoice (please provide a list of Property Numbers and property addresses if you wish to use Direct Debit to pay rates on more than one property).
2. Situation address of Property.
3. Advise name and contact telephone number.
4. Please tick the appropriate box to tell us what the payment is for, how often you want to pay and enter a "start date".
5. Enter the name of your bank account from which you wish the rates payments to be made (eg; W M Blogg).
6. Enter the bank account number from which you wish to pay your rates. **To ensure that the correct number is recorded please attach proof of bank account number.**
7. Fill out your bank's name, branch and address.
8. Please enter the details which you wish to appear on your bank statement (eg; MDC - Rates).
9. **Please note:-** The person or persons authorised to sign for this bank account should sign and date this panel to approve the Direct Debit authority.

Please complete all highlighted sections marked 1 to 9.

Once completed return the white copy to:

**Marlborough District Council
 PO Box 443
 Blenheim 7240**