

# Rates And Water Direct Debit Authority Form



## After completion

Email to: mdc@marlborough.govt.nz  
Post to: Marlborough District Council, PO Box 443, Blenheim 7240, New Zealand

DATE RECEIVED

## Payment options

**RATES:** Payment frequency *please choose one*

Quarterly  
each instalment due date

Annually  
September due date

Weekly  
Start date: \_\_\_/\_\_\_/\_\_\_

Fortnightly  
Start date: \_\_\_/\_\_\_/\_\_\_

Monthly  
Start date: \_\_\_/\_\_\_/\_\_\_

**METERED WATER** (for properties that have metered water) commencing next due date

## Ratepayer details

Ratepayer name

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Daytime phone number

Mobile

Email address

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Property number

Property address


## Bank account details

Account holder's name

	AUTHORISATION CODE 0 2 0 5 0 6 1
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Bank name and branch

e.g. Westpac, Blenheim
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Bank

Branch

Account

Suffix

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### 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 holder's to complete* Date

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OFFICE USE ONLY

# Direct Debit Payment Information

## 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](mailto: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.

## If you move or sell your house

Remember to tell Council so we can cancel the authority and on your advice, transfer direct debit payments to your new property.

## 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](mailto: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 rates?

Contact the Council Customer Services Officers:

Phone: (03) 520 7400 | Fax: (03) 520 7496 | Email: [mdc@marlborough.govt.nz](mailto:mdc@marlborough.govt.nz) | Web: [www.marlborough.govt.nz](http://www.marlborough.govt.nz)

# Conditions of Payment by Direct Debit

## 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.

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.