Now you can pay your rates
the **easy way** with

easy ▶ pay

Take advantage of our rates Easy Pay option... just complete the attached form, return it to us in the freepost envelope provided and relax... payments from your chosen bank account are automatically made on time which means no penalties and no dates to remember.

It's simple and convenient!

Waitomo
District Council

www.waitomo.govt.nz

easy ▶ pay

application form

Waitomo District Council

Part A

1 VALUATION NUMBER or CUSTOMER NUMBER

2 LOCATION OF PROPERTY

3 MAILING ADDRESS

4 RATEPAYER NAME

Phone: ( ) Work: ( )

EMAIL ADDRESS

5 PAYMENT OPTION (Please tick)

☐ Weekly ☐ Monthly

☐ Fortnightly ☐ Four Installments

START DATE:

(Please advise start date for first payment)

Part B BANK INSTRUCTIONS

6 NAME: *(of bank account eg: MD Brown)*

Please note: *Following receipt by Waitomo District Council of this form, the Council will advise you of your Direct Debit amounts and due dates - That is why there is no amount on this form.*

7 BANK ACCOUNT FROM WHICH PAYMENTS ARE TO BE MADE

Bank	Branch	Account Number	Suffix

(Please attach an encoded deposit slip or bank statement to ensure your account number is loaded correctly.

AUTHORITY TO ACCEPT DIRECT DEBITS
(not to operate as an assignment or agreement)

AUTHORISATION CODE

0	3	0	5	2	8	3

8 BANK AND BRANCH:

ADDRESS: (PO Box) TOWN/CITY

I/We authorise you until further notice, to debit my/ our account with all amounts which WAITOMO 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 on the reverse of this form.

INFORMATION TO APPEAR ON YOUR BANK STATEMENT

Payer Particulars	Payer Code	Payer Reference

9 YOUR SIGNATURES(S):

Date: / /

APPROVED

0528

12 | 02

For bank use only

Original - Retain at Branch

Date Received:	Recorded By:	Checked By:

BANK STAMP

How to

Complete the application form

Please Complete numbers 1-9

Part A

Part A - From your rates instalment notice, define the property on which you wish to pay rates.

1. Copy your **Ratepayer Valuation Number or Customer Number** (please provide a list of ratepayer/ Customer account numbers and property addresses if you pay rates on more than one property).
2. Enter the **location** of the property on which you are paying rates.
3. Enter the mailing address if different from the above location of property.
4. Advise ratepayer **name** and the day time contact details.
5. Select your **preferred payment option** by ticking the appropriate box and entering the date you would like payments to start, please allow ten working days to process your application.

Part B

Part B - The purpose of this section is to provide your bank with the authority to allow the Waitomo District Council to debit your account for payments.

6. Enter the **name of the bank account** from which you want the rate payments to be made eg. M D Brown.
7. Enter the details of the **bank account number** and enclose an encoded bank deposit slip or bank statement.
8. Enter the **bank's name and address** and fill in the details you would like to appear on your bank statement.
9. The person/s from whose account the payment is to be made must **sign** here.

Once completed detach and return the form in the freepost envelope provided.

Your questions answered...

Q & A

Q. Why is there no amount on the direct debit authority form?

A. Leaving the amount off the Direct Debit Authority means you still receive advice of the regular payment amount by letter and you don't have to go to the trouble of completing a new form (as you do for Automatic Payments) should the rates amount change in the future.

Q. What happens if I miss a payment?

A. If you miss a payment your remaining payments for the rating year will increase to cover the missed payment. Or if two payments are missed this authority will be cancelled.

Q. But how do I know that when I sign the form, the Council won't help themselves to whatever they want from my bank account?

A. Firstly, no organisation can provide a Direct Debit service to you unless approved by their bank as possessing the utmost integrity and ability to fulfil the very strict code of conduct agreed by the Banking system as a whole. Secondly, the Council must provide you, in advance, with details of the date and the amount to be debited from your bank account. Thirdly, all banks stand behind the service and will ensure that, for example, the organisation meets the requirement of the Direct Debit service. If the notice requirements are not compiled with, you can have the amount reversed.

Q. Are payments only made to the Waitomo District Council?

A. Yes, payments can only be made to the organisation named on the 'Direct Debit Authority' form. A separate Direct Debit Authority is required for each organisation with which you wish to make similar arrangements.

Q. What happens if I disagree with the amount shown on my bill?

A. Contact Waitomo District Council on (07) 878 0800 or 0800 932 4357.

Q. What happens if I change my bank account?

A. A new Direct Debit Authority form needs to be completed and provided to the Waitomo District Council.

Q. Which bank account can I make payments from?

A. Cheque accounts are popular with most customers for this type of payment. However, most banks offer a range of accounts from which payment may be made. Simply enquire at the local branch of your bank.

CONDITIONS of this authority to accept direct debits

1. The Initiator:

a. Undertakes to give notice to the Customer of the commencement date, frequency and amount at least ten calender days before the first Direct Debit is drawn (but no more than two calender months). This notice will be provided:

i. in writing; or
ii. by electronic mail where the Customer has provided prior written consent to the initiator.

In the event of any subsequent change to the frequency or amount of the Direct Debits, the Initiator has agreed to give advance notice of at least ten days before changes come into effect. This notice must be provided either:

i. in writing; or
ii. by electronic mail where the Customer has provided prior written consent to the initiator.

b. May, upon the relationship which gives rise to the 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 until 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 then Direct Debit being paid by the bank.

c. Where a variation to the amount agreed between the Initiator and the Customer from time to be direct debited has been made without notice being given in terms of 1(a) above, request the Bank to reverse or alter any such Direct Debit initiated by the Initiator by debiting the amount of the reversal or alteration of the Direct Debit back to the Initiator through the Initiator's Bank PROVIDED such request is made not more than 120 days from the date when the Direct Debit was debited to my/our account.

3. The Customer acknowledges that:

a. This authority will remain in full force and effect in respect of all Direct Debits passed to my/our account in good faith notwithstanding my/our death, bankruptcy or other revocation of this authority until actual notice of such event is released 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 any 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 dispute lies 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 notice correctly 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.

f. Notice given by the Initiator in terms of clause 1(a) of the Debtor responsible for payment shall be effective, Any communication necessary because the Debtor responsible for payment is a person other than me/us is a matter between me/us and the debtor concerned.

4. The Bank may:

a. In its absolute discretion conclusively determine the order of priority 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.