



APPLICATION FORM DIRECT DEBIT

FORM 24 (White)

Date stamp

Part 1 Rates details

Assessment Number (if known)

A

Part 2 Applicant details

Name

Address

Email

Telephone

Mobile

Part 3 Property Details

Street No

Street Name

Suburb

Post Code

Part 4 Bank Account Details - PLEASE NOTE: THIS IS NOT AVAILABLE FOR CREDIT CARDS

Bank Code (BSB)

Account Number

Account Holder Name

Name & Branch of Financial Institution

Part 5 Deduction Details

Please choose one of the following – Debits are made on THURSDAYS only:

Weekly

Fortnightly

Amount per Deduction

Commencement Date (Thursday only)

Debits will continue until you advise the Shire to cancel this agreement

Part 6 Declaration

I / We authorise and request that the Shire of Dardanup (User ID No. 227827) debit my account at the financial institution shown above, through the Direct Debit system.

By signing and /or providing us with a valid instruction in respect to your Direct Debit request you confirm that:

1) You are authorised to operate on the nominated account. 2) You have understood and agreed to the terms and conditions set out on the back in your Direct Debit Request Service Agreement

Name(s)

Signature/s

Signed in accordance with the account authority on your account.

Date

Part 7 OFFICE USE ONLY Finance Manager/Finance Coordinator Authorisation

Name

Date

Signature

Part 8 OFFICE USE ONLY

Assess

Entered By

Date

DIRECT DEBIT REQUEST – SERVICE AGREEMENT

OUR COMMITMENT TO YOU

This document outlines our service commitment to you, in respect of the Direct Debit Request arrangements between the Shire of Dardanup User ID 227827 and you. It sets out your rights, our commitment to you and your responsibilities to us and where you go for assistance.

In terms of the Direct Debit Request arrangement made between the Shire of Dardanup and signed by you, we undertake to periodically debit your nominated account for the agreed amount for rates.

ENQUIRIES

In the first instance direct all of your enquiries directly to the Shire of Dardanup, rather than your financial institution. Any enquiries (eg. Deferring the drawing, altering the schedule, stopping an individual debit, suspending or cancelling the arrangement) must be made at least three (3) working days prior to the next drawing date by providing your alteration in writing to the Shire of Dardanup.

THE SHIRE OF DARDANUP'S RESPONSIBILITIES TO YOU

All personal information held by the Shire will be kept confidential except for the information we provide to our financial institution to initiate the drawing from your nominated account.

The first drawing under this Direct Debit arrangement will occur on your nominated deduction day. Deductions will be made from your nominated account weekly/fortnightly on Thursday (schedule of deduction dates are attached).

The Shire of Dardanup will give at least 30 days' notice of any variations to your existing payment arrangement.

If the normal scheduled drawing date falls on a public holiday the Shire will draw from your account on the next available working day

An administration fee of \$45.00 per annum will be charged to your rates account, plus interest charges of 11% per annum calculated daily on outstanding overdue balances.

The Shire of Dardanup may pass on to you any bank fees it may incur that relate to a dishonoured Direct Debit drawing. If your drawing is dishonoured, we will contact you to discuss alternate payment arrangements. If multiple dishonours occur within a financial year, the Shire of Dardanup may cancel the Direct Debit arrangement.

Applicable fees may be adjusted annually as part of the Council's Fees & Charges Schedule that form part of its Annual Budget.

YOUR RESPONSIBILITIES TO THE SHIRE OF DARDANUP

Check with your financial institution to ensure that your nominated account can accept Direct Debits

Ensure that on the drawing date there are sufficient funds available in your nominated account. Advise the Shire of Dardanup accordingly should your account be transferred or closed.

Debits will continue until you advise the Shire to cancel this agreement, in writing at least three (3) working days prior to the drawing date.

Provide information of any alterations to your existing Direct Debit payment arrangement to the Shire of Dardanup in writing at least three (3) working days prior to the drawing date.

DISPUTES

If you believe that a drawing has been initiated or carried out incorrectly, we encourage you in the first instance to take the matter up directly with the Shire of Dardanup by calling 08 9724 0371. The dispute must then be followed up in writing.

On receipt of advice of any dispute we will address the issue and advise you of an outcome within three working days. If you do not receive a satisfactory result from the Shire of Dardanup to your dispute contact your financial institution who will respond to you with an answer to your claim

Within 7 business days (for claims lodged within 12 months of the disputed drawing date)

Within 30 business days (for claims lodged more than 12 months after the disputed drawing date)

You will receive a refund of the drawn amount if we cannot substantiate a reason for the drawing.

RETURN FORM TO:

Shire of Dardanup
Rates Department
PO Box 7016
EATON WA 6232

rates@dardanup.wa.gov.au

Shire of Dardanup
2025 Direct Debit 2026

JULY

	M	T	W	T	F	S	S
26		1	2	3	4	5	6
26	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
25	21	22	23	24	25	26	27
24	28	29	30	31			

JANUARY

	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

AUGUST

	M	T	W	T	F	S	S
					1	2	3
24	4	5	6	7	8	9	10
23	11	12	13	14	15	16	17
23	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31

FEBRUARY

	M	T	W	T	F	S	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	

SEPTEMBER

	M	T	W	T	F	S	S
	29	30					
22	1	2	3	4	5	6	7
21	8	9	10	11	12	13	14
21	15	16	17	18	19	20	21
20	22	23	24	25	26	27	28

MARCH

	M	T	W	T	F	S	S
	30	31					1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

OCTOBER

	M	T	W	T	F	S	S
20			1	2	3	4	5
19	6	7	8	9	10	11	12
19	13	14	15	16	17	18	19
18	20	21	22	23	24	25	26
18	27	28	29	30	31		

APRIL

	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

NOVEMBER

	M	T	W	T	F	S	S
						1	2
17	3	4	5	6	7	8	9
17	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
16	24	25	26	27	28	29	30

MAY

	M	T	W	T	F	S	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

DECEMBER

	M	T	W	T	F	S	S
	29	30	31				
15	1	2	3	4	5	6	7
15	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
14	22	23	24	25	26	27	28

JUNE

	M	T	W	T	F	S	S
	29	30					
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28

Fortnight 1
 Fortnight 2