

RATES AND WATER RATES DIRECT DEBIT APPLICATION FORM

Please return to the Council- not your bank | See "Direct Debit Information"



Te Kaunihera o
te tai o Aorere

① Applicant(s) details

Ratepayer name(s):

Property location:

Valuation number:

Postal address:

Water account number W:

Phone number (day):

Email address:

Yes I want to receive my Rates invoices by email*

Yes I want to receive my water rates invoices by email*

*And I agree to Council's Terms and Conditions at www.tasman.govt.nz/link/rates-by-email-terms

② Rates payment options (tick one)

Weekly**

Fortnightly**

Monthly

Quarterly

Annually

Water payment option (tick if opting in): 6 monthly - per invoice

**These payments come out on Thursday. If you want your fortnightly payment to fall on a particular fortnight, please advise a preferred start date here: / /

Confirmation will be sent when the authority has been loaded.

③ Direct debit authority

Name of my account to be debited (acceptor)

Initiator's authorisation code

1	2	0	4	9	4	2
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Name of my bank

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Bank

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Branch

--	--	--	--	--	--	--	--

Account

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Suffix

From the acceptor to (my bank):

I authorise you to debit my account with the amount of direct debits from Tasman District Council with the authorisation code specified on this authority in accordance with this authority until further notice.

I agree that this authority is subject to the bank's terms and conditions that relate to my account, and the specific terms and conditions listed below.

Please include the following information on my bank statement

Authorised signature/s:

Date:

Specific conditions relating to notices and disputes

I may ask my bank to reverse a direct debit up to 120 calendar days after the debit if:

- I don't receive a written notice of the amount and date of each direct debit from the initiator, or
- I receive a written notice but the amount or the date of debiting is different from the amount or the date specified on the notice.

The initiator is required to give you a written notice of the amount and date of each direct debit no less than 10 calendar days before the date of the debit.

For a series of direct debits, the initiator is required to give a written notice of the amount and date of each direct debit in the series no less than 10 calendar days before the date of the first direct debit in the series. The notice is to include:

- the dates of the debits, and
- the amount of each direct debit.
- If the initiator proposes to change an amount or date of a direct debit specified in the notice, the initiator is required to give you notice no less than 10 calendar days before the change.

If the bank dishonours a direct debit but the initiator sends the direct debit a second time within 5 business days of the original direct debit, the initiator is not required to notify you a second time of the amount and date of the direct debit.

For bank use only

Approved 0494 05/03	Date received	Recorded by	Checked by	Bank stamp
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Direct debit information – Rates

What is a direct debit?

With direct debits you give Tasman District Council the authority to take payments from your account automatically so you never have to worry about missing a payment yourself. You can cancel the arrangement at any time by contacting us.

Why use direct debit?

- Convenience – you only have to set up the direct debit authority once and we'll do the work. No fees or interest applies!
- By selecting a weekly, fortnightly, or monthly frequency for rates, you can choose to spread the rates payments over the year which may help with your cash flow.
- We will calculate what your weekly, fortnightly, or monthly fixed payment amounts will be each year and advise you of the new direct debit amount in the July/August timeframe before your first instalment is due. This will ensure the rates will be paid in full by the end of the rating year.
- If you are paying quarterly on a "balance due" or "annual" basis, your regular invoices will give you notification of how much your payment will be in advance of the payment being taken.
- Provided you do not miss any payments, you avoid incurring penalty fees.

When can I pay?

For rates, you can choose to pay your rates weekly, fortnightly, monthly, quarterly or annually. Payments will be sent to the bank for processing on the day listed but may not appear on your account until overnight.

- Weekly and fortnightly payments occur on Thursdays.
- Monthly payments occur on the 20th.
- Quarterly payments occur on the due date- see your rates invoice for details.
- Annual payments occur on the first instalment due date – typically 20 August.

If the payment date falls on a weekend or public holiday, it will occur on the next business day. Water direct debits will be paid on the due date of the invoice and the amount owing on your account will be debited so you never pay too much or too little. You will still receive your rates and water invoices.

How do I set up a direct debit?

Complete and sign the direct debit authority form and return it to the Council. We will send you a confirmation letter when we have processed your application which will confirm the starting date and payment frequency. Processing time will vary depending on demand – please allow at least 10 working days. Once in place, there are no more forms to complete. Just ensure there is enough money in your bank account to match the deduction.

What if I have multiple properties?

We will set up a direct debit for each property. Please provide a list of property valuations and addresses including authorised signatures on a separate page to the form.

What if I change bank details?

You will need to complete a new form and send it to us.

What if I want to change frequencies?

This is fine – please contact the rates team at the Council.

What if I sell my house?

You will need to advise Council that the direct debit needs to be cancelled on the property you are selling. If you purchase a new property in the District, you will need to complete a new direct debit form for that property with the new Valuation Roll and Water Account Numbers.

How do I stop a direct debit?

You can stop your direct debit by contacting us by phone or email rates@tasman.govt.nz. If you cancel your direct debit at the bank, you will not be able to set up another direct debit with Tasman District Council in the future without involving your bank.

What if I miss a payment?

If you set up a direct debit, you need to ensure you have sufficient funds to cover the direct debit amount. If you have insufficient funds, you may be charged fees by your bank. We will inform you about the missed payment and may request you to do a "make up" payment, or we will inform you that we've recalculated your direct debit going forward in order to cover the missed payment.

Further questions?

Contact the rates team by phone or email rates@tasman.govt.nz

Tasman District Council
Email info@tasman.govt.nz
Website www.tasman.govt.nz
24 hour assistance

Richmond
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Richmond 7050
New Zealand
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Murchison 7007
New Zealand
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Fax 03 523 1012

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