



## DIRECT DEBIT REQUEST

One application per property

Please note, this direct debit request does not constitute an agreed Payment Plan. To apply for a Payment Plan, please visit [www.bawbawshire.vic.gov.au/Resident-Information/Rates-and-Valuations/Paying-Your-Rates](http://www.bawbawshire.vic.gov.au/Resident-Information/Rates-and-Valuations/Paying-Your-Rates) 'Support Paying my Rates'.

Please tick the type of request you that you are applying for:

- |  |  |
|--|--|
| <input type="checkbox"/> New request         | <input type="checkbox"/> Change bank details       |
| <input type="checkbox"/> Change your details | <input type="checkbox"/> Change arrangement amount |
| <input type="checkbox"/> Cancellation        | <input type="checkbox"/> Change property details   |

### APPLICANT DETAILS

Name: \_\_\_\_\_ Property Number: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### BANK ACCOUNT DETAILS

Credit card details NOT accepted

Financial Institution: \_\_\_\_\_ Branch: \_\_\_\_\_

Name of account holder/s: \_\_\_\_\_

BSB Number: \_\_\_\_ - \_\_\_\_ Account Number: \_\_\_\_\_

### REQUEST/ACKNOWLEDGEMENT

(USER ID305215)

If a joint account, all required bank signatories must sign below

I/We authorise and request Baw Baw Shire Council (User ID305215) to debit my/our account through Bulk Electronic Clearing System (BECS) as detailed on this form. I/We agree to the terms and conditions of the Baw Baw Shire Council (User ID305215) Direct Debit Request Service Agreement on pages 3 & 4.

Signature 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature 2: \_\_\_\_\_ Date: \_\_\_\_\_



## DIRECT DEBIT REQUEST SERVICE AGREEMENT

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between you and Baw Baw Shire Council. It sets out Council's responsibilities and your rights and responsibilities.

## COUNCILS RESPONSIBILITY

### INITIAL TERMS OF THE ARRANGEMENT

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount as completed on page 2 of the Direct Debit Application Form.

### DRAWING ARRANGEMENTS

- The first drawing under this Direct Debit request will occur on the next due date after we receive the Direct Debit request form, unless you are paying the instalment amount.
- For your information, the dates that instalment rates and charges amount become due each year are;
  - 30 September
  - 30 November
  - 28 February
  - 31 May
- Rates & Charges Notices will still be issued to you even if the amount due is to be paid by Direct Debit. Please do not pay these notices if your direct debit amount will pay the full amount due.
- If you are paying Rates and Charges by a set arrange amount, you may like to obtain an up to date balance of amounts due by contacting Council's Revenue Department on 03 56242411. It is your responsibility to make sure that your set arrangement amount covers the amount listed on your Rates and Valuation Notice. Any overdue amounts will attract interest charges.
- If any drawing falls on a non-business day, it will be debited from your account on the next business.
- We will give you at least 14 days' notice in writing if/when changes to the initial terms of the arrangement are made. This notice will state any changes to the frequency or drawing date and any other changes to the initial terms

## PRIVACY PROTECTION NOTICE

The completed Direct Debit Form contains personal information which is being collected for the purpose of receiving payments for Council issued accounts (including notifying relevant financial institutions of this agreement) and to enable Council to perform any other duty or task under any relevant legislation. Information on Council privacy policies can be obtained from Council Privacy Officer during business Hours on 03 5624 2411. The information supplied is required under the Bulk Electronic Clearing System Procedures and will be stored by Baw Baw Shire Council.

**Baw Baw  
Shire Council**

**T** +61 3 5624 2411  
**F** +61 3 5622 3654

**E** [bawbaw@bawbawshire.vic.gov.au](mailto:bawbaw@bawbawshire.vic.gov.au)  
**W** [bawbawshire.vic.gov.au](http://bawbawshire.vic.gov.au)

**PO Box 304  
Warragul Victoria  
3820**

## **YOUR RIGHTS**

### **CHANGES TO THE ARRANGEMENT**

If you wish to make changes to the Direct Debit drawing arrangements, you must contact us in writing at least 3 business days prior to the next scheduled drawing. These changes may include:

- Changing your bank account details
- Changing/Cancelling Direct Debit drawing for specific Council accounts
- Cancelling the Direct Debit

### **PUBLIC HOLIDAYS AND CHRISTMAS HOURS**

You must contact us in writing at least 7 business days prior to the next scheduled drawing.

Your correspondence can be emailed to [rates@bawbawshire.vic.gov.au](mailto:rates@bawbawshire.vic.gov.au) or addressed to;

Revenue Department

Baw Baw Shire Council

PO Box 304 WARRAGUL VIC 3820

## **YOUR COMMITMENT TO US**

It is your responsibility to have sufficient clear funds available in the relevant account by the due date.

You must advise if the nominated account is transferred or closed.

If your financial institution dishonours your drawing, we will notify you requesting that payment be made by another method. The direct debit drawings will continue from the next scheduled date. Council reserves the right to cancel the direct debit arrangement if any drawings are returned unpaid by your financial institution and dishonour charge may be payable at Council discretion.

**Baw Baw  
Shire Council**

**T +61 3 5624 2411  
F +61 3 5622 3654**

**E [bawbaw@bawbawshire.vic.gov.au](mailto:bawbaw@bawbawshire.vic.gov.au)  
W [bawbawshire.vic.gov.au](http://bawbawshire.vic.gov.au)**

**PO Box 304  
Warragul Victoria  
3820**

**Direct Debit Dates**  
2026/2027 Financial Year

FORTNIGHTLY DIRECT DEBIT		
Month	Date	Number of Payments until 31/05/2027
July	10/07/2026	24
July	24/07/2026	23
August	7/08/2026	22
August	21/08/2026	21
September	4/09/2026	20
September	18/09/2026	19
October	2/10/2026	18
October	16/10/2026	17
October	30/10/2026	16
November	13/11/2026	15
November	27/11/2026	14
December	11/12/2026	13
December	25/12/2026	12
January	8/01/2027	11
January	22/01/2027	10
February	5/02/2027	9
February	19/02/2027	8
March	5/03/2027	7
March	19/03/2027	6
April	2/04/2027	5
April	16/04/2027	4
April	30/04/2027	3
May	14/05/2027	2
May	28/05/2027	1
June	11/06/2027	0
June	25/06/2027	0

MONTHLY DIRECT DEBIT		
Month	Date	Number of Payments until 31/05/2027
July	28/07/2026	11
August	28/08/2026	10
September	28/09/2026	9
October	28/10/2026	8
November	30/11/2026	7
December	29/12/2026	6
January	28/01/2027	5
February	1/03/2027	4
March	30/03/2027	3
April	28/04/2027	2
May	28/05/2027	1
June	28/06/2027	0

INSTALMENT DIRECT DEBIT		
Month	Date	Number of Payments until 31/05/2027
September	30/09/2026	4
November	30/11/2026	3
February	*1/03/2027	2
May	31/05/2027	1

\*Actual instalment due date 28/02/2027