Rate Direct Debit
Application form

This form is to be used to request a payment arrangement by direct debit, be set up with the City of Subiaco for the payment of rates and service charges.

Please complete the below form, attach any relevant supporting documentation, and email to rates@subiaco.wa.gov.au

Section One: Property Details			
Property ID			
Address			
Suburb		Postcode	

Section Two: Owner Details					
Name(s)					
Postal Address					
Suburb		Postcode			
Email					
Phone (H)		Phone (M)		Phone (W)	

Section Three: Arrangement Details

*Please Note: All payments are **debited on a Thursday**. If the payment date falls on a public holiday the payment will be debited the next working day*

Pay as per Annual Rate Notice	Pay on regular basis
In full Option ☐	Weekly ☐
4-Instalment Option ☐	Fortnightly ☐
	Monthly ☐

Nominated Start Date	

Please tick this box if you wish for your arrangement to continue on an annual basis. ☐
**Please note that the amount may vary for each financial year.*

Section Four: Payment Details

Along with this form please provide a copy of the bank account details on the top section of the bank statement. No bank account details will be collected over the phone.

Bank Name			
Account Name (s)			
BSB		Account Number	

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Section Five: Terms and Conditions	Tick
The arrangement will only be accepted if the Direct Debt Request Form is completed and returned to the City.	☐
The City will calculate equal amounts payable based on the first payment date, frequency chosen and will send confirmation within 14 days of receiving the completed form.	☐
Interest will accrue on overdue rates and charges using the interest rate adopted by Council in the annual fees and charges budget.	☐
A yearly administration fee will apply as per the Fees & Charges Schedule adopted by Council in the annual fees and charges budget (excluding fully entitled pensioners/seniors).	☐
The balance of rates is to be settled within the current financial year, including any arrears owing from previous financial rates.	☐
The direct debit will cease once rates have been paid in full, unless otherwise specified.	☐
Please ensure sufficient funds are in your nominated account the day before each payment is due (as payments may be debited in accordance with EST)	☐
Any dishonoured payments will be charged a direct debit dishonour fee per the Fees & Charges Schedule adopted by Council in the annual fees and charges budget.	☐
If two payments dishonour, the City will cancel the arrangement. If the account is not paid in full, or another payment arrangement entered, the City may commence normal debt recovery procedures.	☐
Direct debiting through Bulk Electronic Clearing System (BECS) is not available on all types of accounts. Property owners should check the account details completed on this direct debit form against a recent bank statement to ensure the details are correct.	☐

Section Six: Declaration	
By signing this Rate Direct Debit Application form, you acknowledge having read and understood the terms and conditions governing the debit arrangement between you and the City of Subiaco as set out in this request and in your Direct Debit Request Service Agreement.	
Signature	
Full name(s)	
Date	