

Building Upgrade Finance - Direct Debit Application

About this form

You may use this form to apply for a new Building Upgrade Finance (BUF) direct debit service or to recommence an existing BUF Direct Debit service.

This Direct Debit Request (DDR) Service Agreement is issued by the City of Sydney Council (user ID 087602)

How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by mail and in person. Please refer to the Lodgement details section for further information.



Part 1: Type of Direct Debit request

Tick which type of request is being submitted:

- New - Building Upgrade Finance (BUF) Direct Debit request
- Recommence - an existing BUF Direct Debit service

Part 2: Applicant Details

Who is making this application: Owner Other (please specify):

Title * Given Name/s * Family Name *

Rates Assessment Number (if known)

Property *

Address *

Please note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Home Number Business Number Mobile Number

Email Address

Part 3: Direct Debit Conditions

By submitting this form I understand that:

- a) I will advise the City of Sydney if my details change, and the City of Sydney shall not be held responsible if I fail to do so.
- b) Cancellation, adjustments or any kind of variance to the Direct Debit authority must be undertaken in writing and received by Council at least 7 working days before the next required payment.
- c) Direct Debit is only for cheque and savings accounts, not for credit cards.
- d) If a default occurs, another debit will be attempted in 7 days for the amount of the charge, plus interest and an administration fee.
- e) If a second default occurs for the same instalment, another debit will be attempted in 7 days for the amount of the charge, plus interest and an administration fee.
- f) If a third default occurs, recovery action will be taken as per the City of Sydney Council's Building Upgrade Finance enforcement procedure.

Part 3: Direct Debit Conditions Continued...

- g) To bring your account up to date and reinstate your existing direct debit service, you must advise us using this BUF Direct Debit Application form and nominate 'Recommence- an existing Direct Debit service' in Part 1 of the form.
- i) Overdue accounts accrue in accordance with the Minister approved percentage rate.
- j) Payment Installments
- **New Direct Debit** - paid/due Quarterly on 31 August, 30 November, 28 February & 31 May.
 - **Recommencement of existing service** - paid/due Quarterly on 31 August, 30 November, 28 February & 31 May. **The amount due will be the Quarterly instalment plus any outstanding charges.**

City of Sydney Commitment to you:

- 1) The City of Sydney will give you at least 14 days notice in writing if there are changes to the terms of the arrangements.
- 2) The City of Sydney will keep information relating to your nominated financial institution account confidential, except for the purposes of conducting direct debits with your financial institution.
- 3) For requests that the City of Sydney draw money from your account, where the due date is not a business day, the City of Sydney will draw from your nominated financial institution account on the nearest business day.

Part 4: Account to be Debited

I/We (please print name/s) *

I/We wish to register for direct debits from my/our account conducted with (name of Financial Institution) *

Name of Account to be debited *

BSB Number (6 digits only) *

Account Number (Cheque and Savings only, not your card number - maximum of 9 digits) *

1. Account Signature *

2. Account Signature

Please note: If debiting from a joint bank account, all signatures are required.

Part 5: Recommencement of existing Direct Debit service

The recommencement of my Direct Debit service should start on:

Date of recommencement

NOTE: The amount due will be the Quarterly instalment plus any outstanding charges.
Subsequent debits will be quarterly as per the agreed repayment schedule.

Part 6: Applicant Declaration

I declare that the information I have provided is true and correct in every detail and that by signing this form I agree to the Direct Debit Conditions as listed above.

Applicant Name *

Applicant Signature *

Date *

Part 7: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of delivering Direct Debit services in the City of Sydney Local Government area.
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.
- Storage:** The Chief Finance Office at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

Part 8: Lodgement Details

If this form is a new request, it should be lodged together with your Building Upgrade Finance Application.

Recommencement requests can be lodged by completing and submitting this form only.

You can lodge the completed application by:

MAIL: City Of Sydney **DX:** 1251
GPO Box 1591
Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
<http://www.cityofsydney.nsw.gov.au/customer-service>

WHAT NOW:

Once your application is received a Council Officer will contact you within 7 working days if further information is required.

For further information regarding your application, please contact the City of Sydney Finance Department via:

TELEPHONE: (02) 9265 9333 or **WEBSITE:** www.cityofsydney.nsw.gov.au

Office Use Only

Receiving Officer

Date Received

Direct Debit Authorised (tick appropriate box)

Yes

No

Approval Date