

Shire of  
**Gunnedah**  
Land of Opportunity

GUNNEDAH SHIRE COUNCIL

## Direct Debit Amendment Form

### APPLICANT DETAILS

Name(s) \_\_\_\_\_

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

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### AMENDMENT DETAILS

I \_\_\_\_\_ have previously authorised Council to make Direct Debits from my nominated Account for the purpose of paying:

**Rates Account:** Assessment No \_\_\_\_\_

**Water Account:** Assessment No \_\_\_\_\_

**Debtor Account:** Debtor Account Number \_\_\_\_\_

I hereby authorise Council to alter my Direct Debit Account payment as per the following:

Please temporarily suspend my Direct Debit. I request it be suspended on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ for a period of \_\_\_\_\_ and request that it recommence on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
*(Please note that two weeks' notice must be given for this to take effect).*

Please cancel my Direct Debit entirely.

Please change the date/day my direct debit comes out from \_\_\_\_\_ to \_\_\_\_\_.

Please alter the **amount** of my previously authorised Direct Debit from:  
\$ \_\_\_\_\_ per \_\_\_\_\_ to \$ \_\_\_\_\_ per \_\_\_\_\_  
effective on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Please update my bank account details to:  
Name of Financial Institution \_\_\_\_\_  
Branch \_\_\_\_\_  
BSB No \_\_\_\_\_ Bank Account Number \_\_\_\_\_  
Account Name \_\_\_\_\_

Payment Arrangement  Yes  No

I am aware that payment of my account is my responsibility. In the case that I have a Payment Arrangement in place with Council, I understand that should I default on any agreed repayment without written notice and agreement by Council that the full amount of the outstanding debt will become due and payable immediately and that Gunnedah Shire Council will take the necessary legal action to recover the same. This form does not constitute authority to default on any Payment Arrangement.

### CUSTOMER SIGNATURE

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_