

# Pay your rates by direct debit

## Rates Direct Debit Authority Form



Private Bag 6006, 159 Dalton Street, Napier 4142  
Phone 06 835 9200 | Freephone: 0800 108 838  
Email: info@hbrc.govt.nz  
[www.hbrc.govt.nz](http://www.hbrc.govt.nz)

Fill out and return this form to pay your rates by direct debit, the easiest way to set up your payments.

### Ratepayer to complete

(Please note: HBRC requires one Direct Debit authority per property)

### Payment Options (Please tick an option)

- Single annual deduction on the due date (20 September)
- I will pay/have paid current 2023/24 rates. Please set up monthly payments to clear estimated 2024/25 rates by 20 September 2024.
- Please set up monthly payments to clear current 2023/24 rates, plus estimated 2024/25 rates by 20 September 2024.
- Please change the details for my existing direct debit.

### Payment Frequency (Please tick an option)

- Weekly every Thursday
- Fortnightly every second Thursday
- Monthly on the 20th each month

### Equal payments start date

(Please note payment must start on a Thursday)

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DD MM YYYY

### Name/s on Rates account:

### Property Information:

#### Payer Particulars

Name on rate assessment

#### Payer Code Payer

Property Address

#### Reference

Valuation Roll No

### Bank Account from which payments to be made:

(Please attach proof of account number)

Bank

Branch

Account No

Suffix

### Name/s of Bank Account Holder:

### From the acceptor to my bank:

I authorise you to debit my account with the amounts of direct debit instructions received from the Hawke's Bay Regional Council (the 'Initiator') with the authorisation code specified on this authority and in accordance with this authority until further notice from me.

I agree that this authority is subject to:

- my bank's terms and conditions that relate to my account, and
- the terms and conditions listed below.

Authorised Signature/s

Name/s (please print)

\_\_\_\_\_

\_\_\_\_\_

Contact phone: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### For Office Use Only

Approved

0356

05/19

Received:

Processed:

**All done?** Please post your completed form to:

**Freepost 515, Hawke's Bay Regional Council, Private Bag 6006, Napier 4142.**

## CONDITIONS OF THIS AUTHORITY

### Specific conditions relating to notices and disputes

1. I agree that the Initiator must give me at least 10 days' prior notice of each direct debit, including the first direct debit in a series.
2. Changes to the amounts or dates of a series of direct debits require 30 days' prior notice to me.
3. I can also agree with the Initiator to receive a same day notice for direct debits specifically requested by me.
4. All notices must be in writing, but can be delivered electronically, if I have agreed that with the Initiator.
5. I can also ask you to reverse a direct debit up to 120 days after the direct debit if:
  - I didn't receive proper notice of the amount and date of the direct debit, or
  - I received notice but the amount or date of the direct debit is different from the amount or date on the notice.
6. If you dishonour a direct debit but the Initiator retries it within 5 business days of the original direct debit, I understand that the Initiator doesn't need to notify me again about that direct debit.