

Land Use Victoria Direct debit request

Date _____/_____/20____

Customer(s) name [_____]

ABN/ACN NO. [_____]

(if applicable)

Customer(s) address [_____]

[_____]

VOTS customer number [][] [][] [][] [][] [][]

I/we request that monies due in terms of the payment arrangements with the Department of Environment, Land Water and Planning (ABN 90 719 052 204) (User ID 371014) covered by this document be drawn through the Bulk Electronic Clearing System (BECS) from my/our account conducted with:

[_____]

(Name and address of financial institution)

Account details:

BSB [][] [][] [][] [][]

Account no. [_____]

Account name [_____]

(Please check with your financial institution to ensure these details are correct and that direct debiting from the account is allowed.)

I/we acknowledge that this direct debit arrangement is governed by the terms of the Direct Debit Request Service Agreement at the back of this form.

Client(s) signature(s) [_____] [_____]

(If joint account, all signatures are required.)

Payment start date [___/___/___] (Please allow 10 working days for processing.)

Payment frequency: you are authorised to debit the total value of transaction fees following lodgement of transactions with Land Use Victoria.

When completed this form should be returned to:

Land Use Victoria
Department of Environment, Land Water and Planning
GPO Box 527
Melbourne Vic 3001
(or, address to DX 250639)

Direct debit request service agreement with the Department of Environment, Land Water and Planning (DELWP)

DELWP's commitment to your Drawing Arrangements:

- **DELWP** will advise you, in writing, the details of the DELWP's drawing arrangements prior to the first drawing.
- **DELWP** will not change the frequency of drawing arrangements without your prior approval. In the event of any change, **DELWP** will provide a minimum of 14 days' notice.
- Where the payment due date falls on a non-business day, **DELWP** will draw the amount on the next business day. Your financial institution will provide advice in this regard upon request.
- **DELWP** reserves the right to cancel the drawing arrangements if three or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternate payment method.
- **DELWP** will keep private and confidential all information pertaining to your nominated account at the financial institution.

Your rights

- You may terminate the drawing arrangements at any time by giving written notice to **DELWP**. Such notice should be received by **DELWP** at least five business days prior to the due date.
- You may suspend payment of a drawing by giving written notice to **DELWP**. Such notice should be received by **DELWP** at least five business days prior to the due date.
- You may request change to the drawing amount and/or frequency of drawings by contacting **DELWP** and advising your requirements no less than five business days prior to the due date.
- Where you consider that a drawing has been initiated incorrectly (outside the drawing arrangements) you should take the matter up directly with **DELWP**. Alternatively, you may contact your financial institution in the event of any dispute.

Your commitment and responsibilities to DELWP

- To ensure that sufficient funds are available in the nominated account to meet a drawing on its due date.
- To confirm that your financial institution supports direct debiting through Bulk Electronic Clearing System (BECS) for your account.
- To check the details of your account against recent statements from your financial institution.
- To check with your financial institution if you are not certain how to complete this *Direct debit request*.
- To ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by the financial institution where the account is based.
- To advise **DELWP** if the account nominated by you to receive the drawings is transferred or closed.
- To arrange with **DELWP** a suitable alternative payment method if the drawing arrangements are cancelled either by yourselves or the nominated financial institution.

I/we have read and fully understand the conditions of the Direct Debit Request Service Agreement.

Customer signatures [_____] [_____]

Date [____/____/20____] [____/____/20____]

Contact us

For location and contact details, refer to www.propertyandlandtitles.vic.gov.au/contact-us.

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