

# Authority to Cancel/Amend Direct Debit



**GLENORCHY**  
CITY COUNCIL

## CURRENT DETAILS

Owner/Ratepayers Name/s: \_\_\_\_\_

Property ID: \_\_\_\_\_ Property Address: \_\_\_\_\_

Phone Contact Number: \_\_\_\_\_ Current Frequency: W F M I Y

Current DD Amount: \$ \_\_\_\_\_ Next Payment Date as shown on Schedule \_\_\_\_\_

Change Type:  Cancellation  Amount  Acc Details  Date  Frequency  Postpone

Reason for Change: \_\_\_\_\_

Date these details take effect: \_\_\_\_\_

## NEW DETAILS

Financial Institution (Bank): \_\_\_\_\_ New DD Amount: \$ \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

New Frequency: Weekly Fortnightly Monthly Instalment Annually

Additional Information:

*I/We Authorise Glenorchy City Council to change the details of my/our Direct Debit Agreement as above:*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_ *Note; Please allow five working days for changes to take place*

By signing I authorise Glenorchy City Council to update my details listed within this form.

Mail: Po Box 103, Glenorchy 7010 Email: [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au)

### RATES OFFICE USE ONLY

Processed By: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Balance: \$ \_\_\_\_\_  R/N  Memo  DDS  Ph/Email

### RATES OFFICE USE ONLY

Internal Amendment Time: \_\_\_\_\_

By: \_\_\_\_\_ Date Taken: \_\_\_\_\_