

Direct Debit simply means your water account is debited from your nominated bank, building society or credit union account when your Busselton Water account is due, so your account is always paid on time.

The best part is that the process happens automatically. You don't even have to think about it.

## NO SURPRISES

You will also know in advance the amount that will be debited, because you will receive your account in the mail as usual.

The convenient difference is that instead of asking you to pay the account we will simply inform you of the amount that will be debited when payment is due. You don't have to do anything more - no more queues, no cheques, just forget all about it.

If you find you have a dispute with your account, just let us know within 10 days from the date of issue of your account. We will make sure that only the undisputed amount is debited, until the dispute is settled.

## NO extra fees

It won't cost you any more to pay your Busselton Water account by Direct Debit, apart from the usual fees applied by your financial institution.

## APPLY today

Complete the Direct Debit Request form and post it to Busselton Water, PO Box 57, Busselton WA 6280. If you have any further questions please contact Busselton Water customer service staff on (08) 9781 0500.



**BUSSELTON WATER**

WORKING TOGETHER  
FOR OUR WATER FUTURE

### OPENING HOURS

**Monday to Friday 8.30am- 4.30pm**  
(excluding public holidays)

### CONTACT US

**admin@busseltonwater.wa.gov.au**  
**www.busseltonwater.wa.gov.au**

Administration Office  
1 Fairbairn Road  
BUSSELTON WA 6280

Postal Address  
PO BOX 57  
BUSSELTON WA 6280

**9781 0500**  
**24 HOURS FOR EMERGENCIES**

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

## DIRECT DEBIT REQUEST SERVICE APPLICATION (DDRSA)

1. By signing the Direct Debit Request, you authorise us to arrange for funds to be debited from your Account in accordance with the Agreement.

2. We will advise you 14 days in advance of any changes to the Direct Debit Request.

3. For all matters relating to the Direct Debit Request, including cancellation, alteration or suspension of drawing arrangements or to stop or defer a payment, or to investigate or dispute a previous payment, you should contact Busselton Water in writing and allow 14 days for the amendments to take effect or to respond to a dispute.

If our investigations show that your account has been incorrectly debited, we will arrange for the Financial Institution to adjust your account accordingly.

If, following our investigations, we believe on reasonable grounds that your account has been correctly debited, we will respond to your query by providing you with reasons for this finding.

If we cannot resolve the matter, you can refer it to your Financial Institution, who will obtain details from you about the disputed payment and who may lodge a claim on your behalf.

4. You should be aware that:

- a. Direct debiting through the Bulk Electronic Clearing System (BECS) is not available on all accounts; and
- b. You should check your account details

(including the Bank State Branch (BSB) number) directly against a recent statement from your Financial Institution.

If you are in any doubt, please check with your Financial Institution before completing the drawing authority.

5. It is your responsibility to ensure that:

- a. Sufficient cleared funds are in the account when the payments are to be drawn;
- b. The authorisation to debit the account is in the same name as the account signing instruction held by the Financial Institution where the account is held; suitable arrangements are made if the direct debit is cancelled:
  - by yourself;
  - by your Financial Institution; or
  - for any other reason.

6. If the due date for payment falls on a day other than a Banking Business Day, the payment will be processed on the next Banking Business Day. If you are uncertain when the payment will be debited from your account, please check with your Financial Institution.

7. For returned unpaid transactions, the following procedures or policies will apply:

- a. We treat the payment as if it was never made
- b. Services may be suspended until the outstanding charges are paid; and/or
- c. A fee may be applied for drawings that are returned unpaid. We reserve the right to cancel the Direct Debit Request at any time if drawings are returned unpaid by your Financial Institution.

8. All Customer records and account details will be kept private and confidential to be disclosed only at your request or at the request of the Financial Institution in connection with a claim made to correct/investigate an alleged incorrect or wrongful debit or otherwise as required by law.

9. If any provision of this DDRSA is found to be illegal, void or unenforceable for unfairness or any other reason (for example, if a court or other tribunal or authority declares it so), the remaining provisions of this DDRSA will continue to apply to the extent possible as if the void or unenforceable provision had never existed.

### Definitions

Unless otherwise defined, a term defined in the Agreement has the same meaning when used in this DDRSA and:

*Account* means the account nominated in the Direct Debit Request, held at your Financial Institution from which we are authorised to arrange for funds to be debited;

*Agreement* means the Terms and Conditions (including BPAY), including the Schedules to those Terms and Conditions, as amended from time to time;

*Direct Debit Request* means the Direct Debit Request between us and you as amended from time to time; Financial Institution is the financial institution where you hold the account nominated in your Direct Debit Request as the account from which we are authorised to arrange for funds to be debited;

*We* means BUSSELTON WATER and

*You* means the Customer/s who sign the Direct Debit Request.