

Direct Debit Instructions

Otago Regional Council

Private Bag 1954

Dunedin 9054

Ph 0800 474 082

rates.queries@orc.govt.nz

New direct debit authority for rates

You may choose the annual option of paying in full by direct debit on the due date of 31 October or the tri-annual option of paying by three equal direct debit payments on 31 October and the last business day in the months of February and June. If 31 October falls on a weekend or public holiday funds will be debited on the last business day of October. Your annual rates assessment notice details the date each direct debit will be processed.

To be eligible for the tri-annual option, you must have paid any balance owing from previous years before submitting a direct debit authority form. Rate penalties will not apply to current year rates using this option.

A 10% penalty will apply to the full amount of unpaid rates if a direct debit payment is dishonoured.

You must return the signed direct debit form to us by **30 September** for the instruction to take effect in the current year.

Check list

1. Please ensure that your Assessment number is recorded on the top right hand corner of the form. This information can be found on the top right hand corner of your rates assessment. Please include a contact name, daytime telephone number and e-mail address.
2. Select the direct debit payment option – Annual OR Tri-Annual
3. Complete the rest of the direct debit authority form:
 - a) bank account name – for example:
 - I. personal name; or
 - II. family name; or
 - III. company name
 - b) bank account number
 - c) bank and branch details
 - d) what you would like to appear on YOUR bank statement when the payment is debited
4. Please read the conditions and sign the direct debit authority form
5. Attach a bank deposit slip and return to:

Otago Regional Council
Private Bag 1954
Dunedin 9054

