

# DIRECT DEBIT REQUEST FORM

MR6 03/17

Name(s) in full		Date of Birth	
Home address			
		Postcode:	
Phone:		Mobile:	
		Driver Licence Number:	
Email address			

## I/We

Request you, until further notice in writing, to debit my/our account described in the schedule below, any amounts which Department of State Growth (User ID No 454274) may debit or charge me/us through the Direct Debit System.

Registration Number	^ Period of Registration	* Scheduled Payment Due Date

^ 6 or 12 months for light vehicles, 3, 6 or 12 months heavy vehicles (> 4.5 tonnes)

\* This date must be at least 14 days prior to the expiry date of the registration.

## Direct Debit authority from my bank account

Name of Account holders			
(Insert the exact name/s the account is held in e.g. John Smith & Pam Smith)			
Bank Name:			
Bank BSB Number		Bank Account Number:	
Bank Address:			
Signature/s:			

Please set up Direct Debit to apply to the renewal of my listed vehicle registrations.

I/We acknowledge that I/we have read the Direct Debit Service Agreement information on the reverse side of this form.

I/We understand I/we can terminate this arrangement at any time by completing a Direct Debit Cancellation Form

([www.transport.tas.gov.au](http://www.transport.tas.gov.au))

**Signature/s:**

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**Date**

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Thank you for choosing Direct Debit. Please email the completed form to [tes@stategrowth.tas.gov.au](mailto:tes@stategrowth.tas.gov.au)

For more information visit [www.transport.tas.gov.au](http://www.transport.tas.gov.au) or phone us on 1300 135 513

Department of State Growth, GPO Box 1002, Hobart, Tasmania, 7001

Telephone: 1300 135 513 Website: [www.transport.tas.gov.au](http://www.transport.tas.gov.au)

# Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with the Department of State Growth ABN: 36 388 980 563. This Agreement forms part of the terms of the Direct Debit Request (DDR) and should be read in conjunction with the Direct Debit Request Form (DDR Form).

## The Agreement

1. By signing a DDR Form you authorise State Growth to arrange for funds to be debited from your nominated bank account on a date specified. That date must be at least fourteen (14) days prior to the expiry date of the vehicle registration.
2. If the debit day falls on a day that is not a banking day, State Growth may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.
3. State Growth is not responsible for any loss or damage you may suffer from incorrect or incomplete details you provide, or for any delay by your financial institution.
4. Direct Debit is not available on a full range of bank accounts. If in doubt, check with your financial institution.
5. State Growth does not provide facilities to debit credit cards.
6. State Growth may cancel or vary any details of this agreement or a DDR for any other reason at any time. State Growth will notify you by sending a notice to your postal address.

## Cancellation of the DDR

7. A DDR is in force until it is cancelled. At least give (5) business days notice prior to the scheduled payment date must be given if the account holder wishes to cancel a DDR. This notice must be given in writing to State Growth. You can download the Direct Debit Cancellation form from [www.transport.tas.gov.au](http://www.transport.tas.gov.au) or contact State Growth on 1300 135 513. Please note if you cancel your Direct Debit payment arrangement, State Growth will not rely on that arrangement to pay for any future registration renewal payments.
8. The financial institution can also be advised. If the financial institution is advised, also please notify State Growth to prevent a Direct Debit being actioned to the nominated account.
9. State Growth may cancel this agreement if a payment has been dishonoured or rejected, or if State Growth suspect fraudulent information has been provided. You will be notified if your Direct

Debit payment is cancelled and an alternative method of payment will need to be arranged.

10. Failure to notify State Growth may result in a payment dishonour fee.

## Variation of the DDR

11. If a variation of the DDR is required, contact State Growth on 1300 135 513. You must allow at least three (3) business days prior to the scheduled payment due date to process this variation.
12. If your account details change and you want to continue using Direct Debit a new DDR Form will need to be completed and returned to State Growth.

## Your responsibilities

13. It is your responsibility to ensure that there are sufficient funds available in your account to allow a debit payment to be made in accordance with the DDR.
14. If the debit item is returned unpaid by your financial institution it may result in the account holder being liable for dishonour fees charged by that financial institution.
15. It is the responsibility of the registered operator to notify State Growth if the vehicle nominated to be paid by direct debit is sold. If State Growth do not receive a disposal notice fourteen (14) days prior to the scheduled payment date then the payment may be debited from your account.

## Disputes

16. If you or the account holder (if different) want to dispute a debit item with State Growth contact State Growth on 1300 135 513 or write to us at GPO Box 1002, Hobart, Tas 7001.
17. If State Growth is unable to resolve the dispute to your satisfaction, dispute claims may also be directed to the account holder's financial institution.

**Personal Information Protection Statement:** Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information