

EM

Direct Debit
Authorisation

2015

AWR ABB

Client ID AII / AIJ

Revenue Type ARZ

Client Name ABE ABF ABG BAW BBB ACU ACU

EFT Action Code DTZ

EFT Election BON

Amount of Payment AMT

EFT Code DHC

Date from which debit is to be made AMQ

Bank Account Details:

BSB Number ABV

Account Number BFE

Account Name ANH

Signature (s)

..... Date.../.../...

Tax Agent Details

Agent's Phone BLI BLJ

Agent Contact Name ACR

Agent's Reference No AAE

Client Reference AWB

Your Role ID (which may be in some cases your tax file number (TFN)) is needed to make sure we correctly identify your tax records. It is not an offence not to quote a TFN. The information is needed for taxation purposes and is required by the Income Tax Assessment Act. Information may be given to certain government bodies as described in tax law. For more details see Tax Pack 2015 or the free brochure entitled 'Safeguarding Your Privacy' obtainable from a Tax Office.

SENSITIVE-when completed

***** NOTE *****
THIS FORM CANNOT BE LODGED WITH THE ATO AS A PAPER REPRESENTATION OF THE FORM.
FOR PAPER LODGEMENT PLEASE USE THE PRE PRINTED FORMAT ISSUED BY THE ATO.

Direct Debit Request

TFN _____ / _____ and/or ABN _____ / _____
(fill in the 3 additional characters spaces only if shown on your payment advice)

CLIENT NAME
Title: _____
Surname or Family name: _____
First or given name: _____
Other given names: _____
OR Business or Entity Name: _____

POSTAL ADDRESS Street No. and name: _____
Suburb or Town: _____
State _____ Postcode _____
Client's Daytime phone no. _____

TAX AGENT REFERENCE No. _____ **TAX AGENT PHONE No.** _____
ACCOUNT HOLDER'S NAME/S (include the names of all account signatories) _____

I/We,
.....
Authorise the **Australian Taxation Office** (User ID **12721**), to arrange for funds to be transferred from my/our account at the financial institution identified below.

This authorisation is to remain in force in accordance with the DDR Service Agreement provided with this form.

Account holder's Signature/s
(all signatures may be required on joint accounts)

Date/...../.....

Details of the account to be debited

Name and business
address of your
financial institution

1. BSB Number: _____ This **must** be 6 digits (do not include hyphens or spaces)

2. Account Number: _____ No more than 9 characters

3. Account Name: _____
Note: This is NOT the account type (i.e. not savings, mortgage offset or cheque accounts, etc.)

Privacy
The Tax Office is authorised by the *Taxation Administration Act 1953* to ask for information on the *Direct debit request*. We will give some of this information to financial institutions to facilitate the payment of your taxation liability. We may give this information to other entities authorised by law to receive it. It is not an offence not to quote your tax file number. However not quoting your tax file number or Australian business number may delay the processing of this request.

SENSITIVE - when completed

How to complete the Direct debit request

Complete the *Direct debit request* form to allow your personal income tax, fringe benefits tax, business activity statement, company income tax or superannuation fund income tax to be paid in full or by instalments through direct debit.

Account details

Third party or joint accounts are acceptable provided appropriate signatories to the account have signed this form. Please check your account details against a recent statement. If you are still uncertain about your account details contact your financial institution before completing this form. The account name refers to the entity or person's name that the account is held in, for example, your own name.

Paying by instalments

The ATO may allow you to pay off a debt by instalments. Please phone the Debt and Lodgment area on 13 11 42 for more information on making a payment arrangement.

Privacy

The ATO is authorised by the *Taxation Administration Act 1953* to ask for information on the *Direct debit request* form. We will give some of this information to your financial institution and the ATO sponsor bank to facilitate the payment of your taxation liability. We may give this information to other entities authorised by law to receive it. It is not an offence not to quote your tax file number. However not quoting your tax file number or Australian business number may delay the processing of this request.

More information

If you need more information about direct debit or the *Direct debit request service agreement*, you can:

- phone **1800 802 308** (between 8:00am and 6:00 pm, Monday to Friday)
- email **eft-information@ato.gov.au**
- visit our website at **www.ato.gov.au**
- write to us at the opposite address.

1. Where to send your completed request

- mail to: **Australian Taxation Office**
PO Box 3006
PENRITH NSW 2740
- fax to: **1300 730 298**

Direct debit request service agreement

1. This *Direct debit request* form may be used to pay personal income tax, fringe benefits tax, activity statement, company income tax and superannuation fund income tax.
2. Activity statement payments, including pay as you go income tax instalments, fringe benefits tax, company income tax and superannuation fund income tax are not automatically debited. You will need to advise the ATO at least three days before the due date of the amounts and dates you want these payments to be debited. See **More information**.
3. If arrangements have been made to make periodic payments, these will be debited on the dates and for the amounts specified in the ATO's written confirmation of the arrangement. **If the tax liability is paid out prior to the completion of the payment arrangement, you need to contact the Electronic Funds Transfer Section of the ATO to cancel your arrangement.** See **More information**.
4. A direct debit request is in force until it is cancelled. At least three business days notice must be given if the account holder wishes to cancel a direct debit request or stop any individual debit item. This may be given to the ATO in writing, in person or over the phone. The financial institution can also be advised. If the financial institution is advised, please also advise the ATO to prevent any further attempts to direct debit the nominated account. See **More information** for contact details.
5. A payment date may be requested that is earlier or later than the notified due date. See **Late payments**.
6. Where a payment cannot be processed on the date that has been requested, the ATO will attempt to direct debit the account on the next possible business day. Amounts that cannot be debited within 14 days after the requested date will not be processed. You will need to make other arrangements for these payments.
7. If arrangements have been made to make periodic payments and a deferral or variation of the terms of the arrangement is required, contact the Debt and Lodgment area on **13 11 42**.
8. A period of at least 14 days notice will apply where the ATO proposes to vary the details of an arrangement. Allow at least three business days to process a variation to an arrangement once the ATO has agreed to the proposal.
9. The account holder will only be liable for debit items made in accordance with this direct debit request. The ATO will advise you in writing of any debit items, as indicated in item 1 of this agreement.
10. If you or the account holder (if different) want to dispute a debit item with the ATO, see **More information** for contact details. The ATO will make every attempt to ensure that disputes are resolved within five business days. Dispute claims may also be directed to the account holder's financial institution.
11. It is the responsibility of the account holder to have sufficient clear funds available in the account on the requested or due date to permit the payment of debit items initiated in accordance with this direct debit request. See **Late payments**.
12. The ATO will make every attempt to ensure that due dates do not fall on non-business days. If a due date falls on, or a date specified by the account holder is, a non-business day, the debit item will be processed on the next business day. Enquiries regarding non-business day debit processing should be referred to the financial institution branch where the account is held.
13. If a debit item is returned unpaid by the financial institution it may result in the account holder being liable for dishonour fees charged by that financial institution. General interest charges on outstanding amounts may apply. See **Late payments**.
14. If the account details change and you want to continue using direct debit, a new *Direct debit request* form will need to be completed.
15. Direct all queries, requests for cancellation of a direct debit request or requests to stop individual debit items to the Electronic Funds Transfer Section of the ATO. See **More information** for contact details.
16. Some information may be given to financial institutions involved in the event of a dispute or to verify that the ATO has received a direct debit request from the account holder.
17. Direct debit is not available on the full range of accounts. If in doubt, check with your financial institution.
18. The ATO does not provide facilities to debit credit cards.

Late payments: General interest charge (GIC) is calculated on a daily compounding basis and continues to accrue on any day on which an amount is overdue. GIC can be claimed as a deduction for the income year in which it is incurred.