

Application for Payment Plan

IMPORTANT NOTICE

Western Downs Regional Council is collecting personal information you supply on this form in accordance with the *Queensland Local Government Act 2009 and the Local Government Regulation 2012*. The personal information collected on this form will be used to assess your request for a payment plan. Your personal information will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.



Customer Details *(*phone and/or email details are required for processing purposes)*

Surname:	First Name:
Postal address:	
Suburb:	Postcode:
*Phone (h):	*Phone (w):
*Phone (m):	*Email:



Request Details *(*For additional properties please provide attachment listing proposed payment details)*

RATES	Assessment No. 1	First Payment Date:	Amount \$
	Property Address	Postcode	
	How Often:	Weekly Fortnightly Monthly	Once Off Payment
	Assessment No. 2	First Payment Date:	Amount \$
	Property Address	Postcode	
	How Often:	Weekly Fortnightly Monthly	Once Off Payment
	Assessment No. 3	First Payment Date:	Amount \$
	Property Address	Postcode	
	How Often:	Weekly Fortnightly Monthly	Once Off Payment

WATER	Assessment No. 1	First Payment Date:	Amount \$
	Property Address	Postcode	
	How Often:	Weekly Fortnightly Monthly	Once Off Payment
	Assessment No. 2	First Payment Date:	Amount \$
	Property Address	Postcode	
	How Often:	Weekly Fortnightly Monthly	Once Off Payment
	Assessment No. 3	First Payment Date:	Amount \$
	Property Address	Postcode	
	How Often:	Weekly Fortnightly Monthly	Once Off Payment



GAS	Account No.		First Payment Date	Amount \$
	Property Address:			Postcode:
	How Often:	Weekly	Fortnightly	Monthly

Accounts Receivable	Debtor Acc No.		First Payment Date	Amount \$
	Account Name:			
	How Often:	Weekly	Fortnightly	Monthly

 **Payment Method**

Direct Debit**	BPay	Australia Post	Cash/Cheque
**Has a Direct Debit Form Been Completed? Yes		No (If no, please complete Direct Debit Form)	
Monthly Direct Debit Deductions are not available			

Additional Information for consideration payment plan request (i.e) financial hardship (if applicable).

In the circumstance where the account is held in more than one name, it is inferred that the request is on behalf of all account holders.

- Council will not agree to the period repayment of debt where the term of such repayment extends beyond the end of the following rating period.
- Application for a payment plan is subject to approval.
- I acknowledge that payment plan applications will be processed within 10 working days.
- Interest will be levied on all balances outstanding 30 days after due date. Total to be paid must allow for interest levied.

 **Customer Signature**

Signature:	Name:	Date: / /
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OFFICE USE ONLY

<i>Payment Plan</i>	<i>Approved</i>	<i>Declined</i>	
<i>Increase Requested</i>	<i>Amount of Increase \$</i>	<i>Accepted</i> <i>Yes</i> <i>No</i>	<i>Assessment No</i>

Reason for Outcome



Payment Plan Application Fact Sheet

This fact sheet will help you with your application for a Payment Plan.

It's here to guide you through the payment plan process and answer any questions you may have.

You can pick up an application form for a payment plan at any of our Customer Service Centres or online at www.wdrc.qld.gov.au/application-payment-plan/

Once you have completed your form, you can hand it in to us at our Customer Service Centres, or email it to us at info@wdrc.qld.gov.au.

If your payment plan application is not approved by Council, we will get in contact and discuss other payment options for you.

Once your payment plan has been approved by Council, please remember to be on time with all of your payments, otherwise you may receive a default notice.

All outstanding payments you have must be finalised before the next due date.

All payments must be made directly to Council.

It is important you contact Council if you are unable to honour your approved payment plan, so we can go through other options with you.

You can discuss any issues with your approved payment plan over the phone with one of our team on **1300 COUNCIL**.

Please remember that only an approved payment plan is an agreement between you and Council.

Any direct debits to Council are only an agreement between you and your bank or financial institution and is not an agreement with Council unless it is part of an approved payment plan.

Any outstanding debt you may have can be referred to Council's Debt Recovery Agency, Recoveries and Reconstruction (Aust.) Pty Ltd (R&R).

If your debt has been referred to R&R, you should call them as soon as possible.

You can contact R&R on **1300 556 863** and set up a payment plan with them.

If you have any further questions, you can phone Council and speak to one of our team.