

Section A - Applicant Information

Ratepayer Name(s):

Postal Address:

Street address or PO Box number:

Suburb or RD:

Town or City:

Postcode:

Contact Phone Number(s): Home

Work

Email:

Mobile:

Section B - Property Information

Valuation Number:

Property Legal Description:

Property Location:

Section C - Payment Details

Balance Outstanding:

Payment Amount:

Payment Frequency (e.g. Weekly/ Fortnightly/ Monthly):

Payment Arrangement Commencement Date:

Section D - Payment Arrangement Conditions

The method of payment is Council's Easy Pay Direct Debit.

No arrangements will be put in place until Council has received this completed signed form, and Easy Pay Direct Debit Form.

- Any default in the payment arrangement may result in the balance owing becoming immediately due and payable.
- Should the arrangement be dishonoured at anytime without communication or notification to Council, the agreement will be deemed void and no penalties will be remitted. Failure to honor the agreed payment arrangement will result in penalties being applied to all outstanding balances due and normal debt collection procedures will commence.
- (If applicable), I am authorised to enter into this payment arrangement on behalf of all owners of the property.
- If I/We intend to change the method by which payment is made, I/We will give 14 days notice of the intended change.

Waitomo District Council reserves the right to change the Rates Payment Arrangement conditions.

Section E - Declaration (to be completed by the applicant)

- **I/We understand and agree to the Conditions outlined above.**
- **I/We agree to meet the following payment offer and will adhere to it until the account is paid in full.**

Ratepayer Name(s), please print:

Ratepayer Signature (for and on behalf of all owners):

Date:

Section F - Office Use Only

Application accepted / rejected / amended by Officer

Signature of Officer:

Date Received:

Reason for rejection or amendments - give reason and details:

What is a Rates Payment Arrangement?

As per Council's penalty remission policy we have a formal rates payment option to enable ratepayers to pay off their arrears without incurring penalties.

How do I go about getting a Rates Payment Arrangement?

Contact Council staff to discuss setting up a rates payment arrangement. Under this arrangement you can make weekly, fortnightly or monthly payments towards paying off your rates balance.

How do I make payments?

The method of payment for your Rates Payment Arrangement is by Council's Easy Pay Direct Debit. Please contact Council to obtain a form or print one off our website www.waitomo.govt.nz.

Use this checklist as a guide To help you get set up with a Rates Payment Arrangement

- The Council has been contacted to enquire about entering a rates payment arrangement.
- A rates payment arrangement form has been completed and returned to the Council.
- An Easy Pay Direct Debit application form has been completed and returned to Council.

What do I need to know?

1. Once you have entered into a formal payment arrangement with Council, penalties will not be applied to your account.
2. If your arrangement spans more than one financial year, we will notify you of the new amount in July of each year. Your amount will need to be changed annually.
3. Should this arrangement be dishonoured at any time without communication or notification to Council, the agreement will be deemed void and no penalties will be remitted. Failure to honour the agreed payment arrangement will result in penalties being applied to all outstanding balances due and normal debt collection procedures will commence.
4. Any default in the payment arrangement may result in the balance owing becoming immediately due and payable.
5. No arrangements will be put in place until Council has received this completed signed form.
6. The Waitomo District Council is under no obligation to accept or amend an alternative payment arrangement.
7. Council will send you a letter confirming the payment arrangement is in place and you will need to ensure payments are made on time until the balance is cleared.

Should you have any queries, please phone 0800 932 4357, our friendly Customer Services Team are here to help.