



DIRECT DEBIT INFORMATION

A Direct Debit Authority is an arrangement between the Ratepayer, Kāpiti Coast District Council and your Bank. It authorises your Bank to release to the Kāpiti Coast District Council your Rates payments on a Weekly, Fortnightly, Monthly or Quarterly frequency as selected by you. The amount of your Direct Debit deduction is calculated from the Authority commencement date that you have selected, to ensure that your annual rates will be fully paid by 31 May each year.

DIRECT DEBIT PAYMENT OPTIONS

- Weekly or Fortnightly payments are currently deducted either Tuesday or Friday (depending on which day suits you). Please indicate your preferred day and start date when completing the direct debit form.
- Monthly payments are deducted on the 20th of each month (or the next working day should the 20th fall on a weekend).
- Quarterly payments are deducted on the date that each instalment is due.

ADDITIONAL INFORMATION

When you send back your completed Direct Debit form to the Kāpiti Coast District Council you must stop any existing Automatic Payments that you may have set up with your bank for payment of your Rates. **This is very important – we cannot do this for you.**

You will still receive your quarterly Rates invoices. They will indicate that you currently have a Direct Debit Authority in place and that no manual payment is required by you.

Your Direct Debit payments will be automatically adjusted, should your Rates increase/decrease, or if payment(s) are missed or dishonoured. We will send written notification of any change.

If you sell your property or wish to cancel the Direct Debit Authority please advise **Kāpiti Coast District Council** in writing. **This is very important - please do not do this at your bank.**

If you change bank accounts, or purchase a new property in the **Kāpiti District**, a new authority will be required.

Please notify us promptly of changes to your postal and/or email address. **This is very important.** We cannot accept responsibility for non-delivery of invoices due to invalid email or postal addresses.

Please return the completed Direct Debit Authority with a bank deposit slip that has your bank account number on it to:

Attn: Rates Department
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

A Rates Officer is available to answer Direct Debit queries by phone (04) 2964859 or email: rates@kapiticoast.govt.nz.