

Try direct debiting... It's easy, automatic and free

Direct debiting is when money is automatically transferred from your bank or financial institution account to make a payment.

With one simple step you can take the hassle out of making Department of Communities payments by arranging to pay directly from your account.

What are the benefits?

Direct debiting has advantages over other forms of payments, such as:

- no need to leave your home to make payments
- payments are always made on time – provided you make sure the account carries sufficient funds. You will need to ensure you have sufficient funds available in your nominated account for the direct debit arrangement or you will incur a dishonour fee from your financial institution. For further information about dishonour fees contact your financial institution
- your bank account statement gives a clear and continuous record of payment
- if the payment rate changes you will be advised and your payments will be altered automatically
- no extra cost to you as **direct debiting** is **fee-free**.

How to set up direct debiting

Complete the form on the inside of this brochure and return it to any Communities office listed on the back of this brochure or post to:

Rental Services

**Locked Bag 5000
Fremantle WA 6160**

To avoid getting in arrears, please continue to pay the way you normally do until you are advised of the direct debit commencement date.

The Housing Authority operates within the Department of Communities.

Translating and Interpreting Service (TIS) – Telephone: 13 14 50

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.

For more information visit Communications.gov.au/accesshub/nrs

This publication is available in other formats that can be requested at any time.

Department of Communities offices*

Head office
5 Newman Court
Fremantle 6160
Tel: 1800 176 888

Metropolitan offices

Armadale
151 Jull Street
Armadale 6112
Tel: (08) 6215 1212

Cannington
17 Manning Road
Cannington 6107
Tel: (08) 6414 3111

Fremantle
42 Queen Street
Fremantle 6160
Tel: (08) 6414 3222

Joondalup
Unit 4, 7 Wise Street
Joondalup 6027
Tel: (08) 6215 1414

Kwinana
2 Stidworthy Way
Kwinana 6167
Tel: (08) 6277 3877

Mandurah
Unit 1, 17 Sholl Street
Mandurah 6210
Tel: (08) 6277 3883

Midland
21 Old Great
Northern Highway
Midland 6056
Tel: (08) 6277 4343

Mirrabooka
5 Milldale Way
Mirrabooka 6061
Tel: (08) 6414 3000

Perth City
605 Wellington Street
Perth 6000
Tel: (08) 6215 1500

Victoria Park
269 Albany Highway
Victoria Park 6100
Tel: (08) 6414 2115

**Great Southern
Albany**
131 Aberdeen Street
Albany 6330
Tel: (08) 6277 4177

Katanning
6 Daping Street
Katanning 6317
Tel: (08) 6277 4188

**South West
Bunbury**
22 Forrest Avenue
Bunbury 6230
Tel: (08) 6414 3204

Busselton
88 Kent Street
Busselton 6280
Tel: (08) 6277 3666

Manjimup
Unit 10,
30-32 Rose Street
Manjimup 6258
Tel: (08) 6277 5008

**Goldfields
Esperance**
86B Windich Street
Esperance 6450
Tel: (08) 6277 3844

Kalgoorlie
Unit 1-2,
84-96 Brookman Street
Kalgoorlie 6430
Tel: (08) 6277 5233

**Mid West
Carnarvon**
6 Robinson Street
Carnarvon 6701
Tel: (08) 6414 3312

Geraldton
201 Marine Terrace
Geraldton 6530
Tel: (08) 6414 3320

Meekatharra
31 Main Street
Meekatharra 6642
Tel: (08) 6277 3988

**Pilbara
Karratha**
The Quarter HQ
Level 2,
20 Sharpe Avenue
Karratha 6714
Tel: (08) 6414 3333

South Hedland
Cnr Brand and
Tonkin Streets
South Hedland 6722
Tel: (08) 6277 5044

**West Kimberley
Broome**
30 Frederick Street
Broome 6725
Tel: (08) 6277 3833

Derby
West Kimberley House
16-22 Loch Street
Derby 6728
Tel: (08) 6277 3880

**East Kimberley
Halls Creek**
14A Terone Street
Halls Creek 6770
Tel: (08) 6277 3811

Kununurra
16 Coolibah Drive
Kununurra 6743
Tel: (08) 6215 1501

**Wheatbelt
Merredin**
27 Mitchell Street
Merredin 6415
Tel: (08) 6414 2981

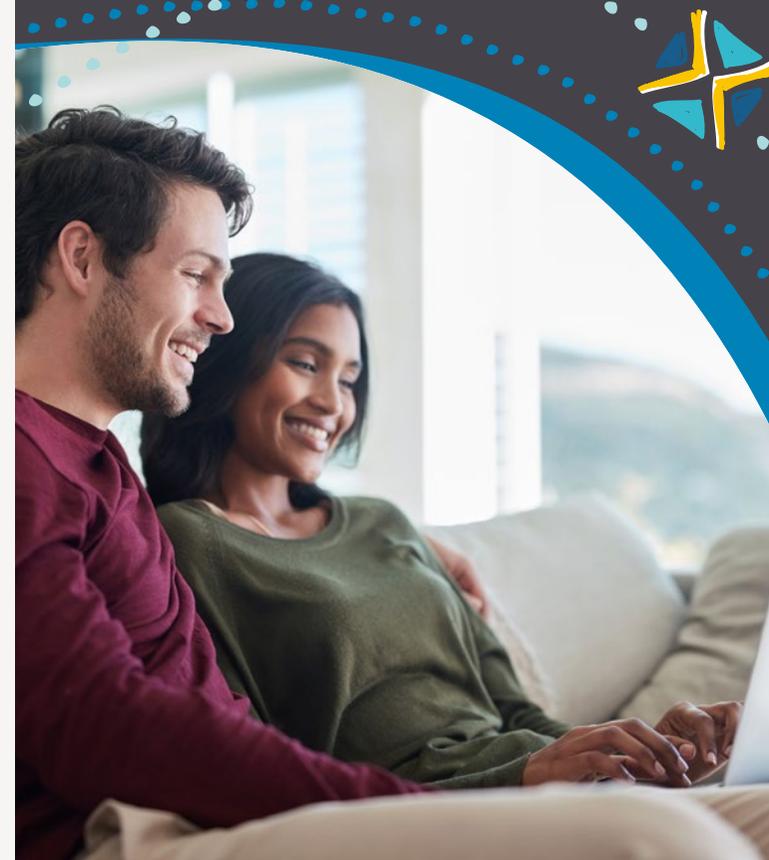
Narrogin
11-13 Park Street
Narrogin 6312
Tel: (08) 6414 2979

Northam
5 Elizabeth Place
Northam 6401
Tel: (08) 6414 3230



Government of **Western Australia**
Department of **Communities**

Make payments using direct debit



SD106 0523

* For housing related matters

communities.wa.gov.au

Direct debit request

1. Customer(s) authority

Name of customer giving the direct debit request

Address

This payment is for (eg. rent, water, tenant liability repairs etc.)

Housing Authority ref. no.

Name of debit user

APCA user ID no.

Department of Communities

2 5 5 9

I authorise you to arrange for funds to be debited from my account at the financial institution identified below.

This authorisation is to remain in force in accordance with the terms described in the Customer service agreement.

Signature 

Date

D	D	M	M	Y	Y	Y	Y
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Housing Authority account number

2. Details of the account to be debited

(All details must be supplied)

Name of the financial institution

Branch address

Account name (eg. John Smith)

BSB number

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Account number

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3. Please tick the appropriate box

(Optional)

I request that you debit my account in accordance with our agreement or

I request that you debit my account in accordance with our agreement and subject to one or more of the following conditions:

Maximum amount to be debited \$

Frequency of debit

First payment date

D	D	M	M	Y	Y	Y	Y
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Final payment date

D	D	M	M	Y	Y	Y	Y
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4. Optional inclusion on the direct debit request or the Customer service agreement

I authorise the following:

1. The debit user to verify the details of the above mentioned account with my financial institution.
2. The financial institution to release information allowing the debit user to verify the above mentioned account details.

Name

Signature 

5. Declaration

I understand and declare that any rent payments that I make are made only on behalf of the lawful tenant and do not give rise to any new tenancy rights or interests.

Signature 

Date

D	D	M	M	Y	Y	Y	Y
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