



## Direct debit request

### About this form

You will need to complete this form to establish a direct debit arrangement for amounts that you are required to pay to the Commissioner of State Revenue under the *Duties Act 2001*, the *Pay-roll Tax Act 1971* or the *Taxation Administration Act 2001* (the 'revenue laws'). Before you begin, you should:

- read our Direct Debit Request Service Agreement to make sure that you understand and agree to the terms that will apply to the direct debit arrangement;
- obtain independent advice in relation to the direct debit arrangement and how it will affect your personal or business affairs; and
- check with your financial institution that your account allows direct debits – direct debiting through the banking system's bulk electronic clearing system is not available on all accounts.

### Part A – Your details

#### 1. Client name

Name For individuals, enter surname and given names	<input type="text"/>
ABN If applicable	<input type="text"/>
Client number	<input type="text"/>

#### 2. Contact details

Correspondence address	
C/o	<input type="text"/>
Unit/Flat/Building	<input type="text"/>
House no./Street address/PO Box	<input type="text"/>
Suburb	<input type="text"/>
State	<input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>

### Part B – Your account

Check these details against a recent statement from your financial institution to ensure that they are correct.

#### 3. Your financial institution

Name of financial institution	<input type="text"/>
Branch name	<input type="text"/>

#### 4. Your account

Account name Full name of all parties to the account	<input type="text"/>
BSB Number	<input type="text"/>
Account number	<input type="text"/>

#### Part C – Authority

You authorise:

- Queensland Treasury (User ID No.15840) to arrange for funds to be debited from your account in accordance with our Direct Debit Request Service Agreement through the bulk electronic clearing system;
- Queensland Treasury to verify the details of your account with your financial institution; and
- Your financial institution to release information allowing Queensland Treasury to verify your account details.

This authorisation is to remain in force in accordance with the Direct Debit Request Service Agreement.

#### Part D – Verification

This verification is to be completed by all parties to your account.

I/we verify that:

- The information supplied is true and correct.
- I have lodged all documents and returns required by the revenue laws.
- I/we accept and agree to adhere to the terms of the Direct Debit Request Service Agreement attached.

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		

Queensland Treasury is collecting the information on this form in accordance with the revenue laws. The information is required for the electronic funds transfer of amounts payable under the revenue laws and is used for administrative purposes only.

The Office of State Revenue is collecting the information on this form to determine your liability (if any) under the *Duties Act 2001* for the transactions you have described on this form. Collection of this information is authorised by the *Duties Act 2001*. The information can only be disclosed by the Office of State Revenue to another party in the circumstances outlined in the *Taxation Administration Act 2001* and the *Freedom of Information Act 1992*. For further information see our website at [www.osr.qld.gov.au](http://www.osr.qld.gov.au)

Queensland Office of State Revenue locations:

Brisbane  
Upper Plaza  
33 Charlotte Street  
(GPO Box 2593)  
Brisbane 4001  
**Client Contact Centre**  
Ph: 1300 300 734

Rockhampton  
Ground floor  
209 Bolsover Street  
(PO Box 1276)  
Rockhampton 4700  
Ph: 1300 300 734

Townsville  
Level 1  
187-209 Stanley Street  
(PO Box 988)  
Townsville 4810  
Ph: 1300 300 734

Cairns  
Level 9  
15 Lake Street  
(PO Box 2378)  
Cairns 4870  
Ph: 1300 300 734

Visit our website at [www.osr.qld.gov.au](http://www.osr.qld.gov.au) to obtain revenue rulings, practice directions, information sheets and approved forms relating to this and other State taxation subjects.

## Direct debit request service agreement for the transfer of funds by Queensland Treasury

1. **Direct debit arrangement** – Queensland Treasury will debit your account for the amounts that you are required to pay to the Commissioner of State Revenue under any of the following revenue laws:  
*Duties Act 2001,*  
*Pay-roll Tax Act 1971,*  
*Taxation Administration Act 2001,*  
on the due date for payment of the amounts to the Commissioner of State Revenue under the revenue laws or, if you have entered into a payment arrangement with the Commissioner, under the terms of that arrangement. The amount to be debited may include any amount of tax, unpaid tax interest or penalty tax assessed or imposed under the revenue laws.
2. **Direct debit on non-business days** – If the day that your account would normally be direct debited falls on a day that is not a business day (i.e. weekends and national public holidays), then your account will be debited on the next business day.
3. **Sufficient cleared funds available in relevant account** – It is your responsibility to have sufficient clear funds available in your account by the due date, to permit payment of debit items according to your Direct debit request. If a debit in accordance with your Direct debit request is returned unpaid by your financial institution we will notify you immediately. Unless you make arrangements so that this payment is effective on the due date for payment:
  - (a) you will be in breach of the revenue laws and, if applicable, the terms of your payment arrangement with the Commissioner,
  - (b) additional unpaid tax interest and penalty tax may be imposed under the revenue laws and action may be taken to recover outstanding amounts; and
  - (c) you will be responsible for any charges your, or our, financial institution, may levy for rejection of the debit against your account.
4. **Variation to direct debit arrangement** – Queensland Treasury can vary the terms of this direct debit arrangement by giving you at least **30 days notice** of the proposed variation.
5. **Cancellation of direct debit arrangement** – If you wish to cancel a Direct debit request you must give us at least **14 days** prior notice, in writing. You should contact us (not your financial institution) to give this notice. The notice should be posted to Office of State Revenue, GPO Box 2593, Brisbane QLD 4001.
6. **Change of account** – If you wish to replace a Direct debit request because there has been a change to your account, you need to give us a new Direct debit request at least **14 days** before the date on which you wish the new instruction to take effect. The existing Direct debit request will terminate 14 days after receipt of your new Direct debit request. Written correspondence should be posted to Office of State Revenue, GPO Box 2593, Brisbane QLD 4001.
7. **Dispute resolution** – If you dispute any debit to your account pursuant to the Direct debit request, you should first direct your query to the Office of State Revenue, by phoning 1300 300 734. Please state that you have a query regarding a Direct debit request. If you prefer to lodge your query in writing it should detail the specifics of your dispute and provide information about your existing Direct debit request. Written correspondence should be posted to Office of State Revenue, GPO Box 2593, Brisbane QLD 4001.
8. **Privacy** – The information you provide on the Direct debit request will only be used by Queensland Treasury for the purpose intended. We will take reasonable precautions to maintain the confidentiality of your records and account details. Note, however, that our financial institution may require such information to be provided in connection with a claim made on it relating to an alleged incorrect or wrongful debit.

9. **Liability** – If it is proved that an incidence of fraud has been perpetrated against you by an employee of Queensland Treasury, we will refund the amount obtained by the fraudulent act. However Queensland Treasury will not be liable to you for any other loss or damage arising as a result of this direct debit arrangement, including incidental, direct or consequential damages or lost profits.

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