

Direct Debit Request (DDR)

Customer Service Centre
 Visit us: 91 Grenfell Street, ADELAIDE SA 5000
 Mail to: GPO Box 2169, ADELAIDE SA 5001
 Ph: 08 8226 8655
 Email: applications@agd.sa.gov.au
 Web: www.cbs.sa.gov.au

Ensure that this request is lodged with Consumer and Business Services by the **22nd day of the month you begin trading.**
 (refer to DDR service agreement outline on this form)

Please use **BLOCK** letters

Venue Name

Licence number

Customer name: I/we

Surname or Company Name

Given names or ACN/ABN

authorise **Consumer and Business Services User ID 28381**

to arrange for funds to be debited from my/our account at the financial institution identified below.

This authorisation is to remain in force in accordance with the **service agreement** outlined on this form.

Details of the account to be debited *(all account details must be supplied)*

Name and branch of financial institution

BSB number This must be 6 digits

Account number Can not be more than 9 characters

Account Name

Date

Customer signature

(all signatories may be required to sign on joint accounts)

Note:

Please ensure the account and BSB number that you are providing are correct. Direct debiting is not available on a full range of accounts and if you are unsure please clarify with your financial institution. Credit union cheques may not show their own BSB number. Check with the credit union for the correct BSB number to use for direct debit.

Direct Debit Request (DDR) Service Agreement

It is a condition of your gaming machine licence that the licensee will within 28 days of being directed to do so by the Liquor and Gambling Commissioner (the Commissioner), lodge a request for direct debiting on a bank specified by the licensee for the purpose of payment of gaming tax. Gaming tax is calculated in accordance with the prescribed formula under Section 72A of the *Gaming Machines Act 1992* and is to be collected within seven days of the end of each calendar month.

In the event that the seventh day is not a business day then the collection of tax will be done the very next business day.

In the event that the *Gaming Machines Act 1992* varies the timing of the collection of the gaming tax 14 days notice will be given to you through your postal address on file with this office at the time. You will then have a further seven days in which to query the changed arrangements. We will either contact you in writing within five working days of the receipt of your correspondence, or further inform you through a practice direction, Commissioner's newsletter or through an industry publication, of the change.

If you have a query on the amount that is debited, you believe that the wrong amount is debited or you wish to cancel a direct debit request you must contact this office as soon as possible. Contact:

Consumer and Business Services

Phone: 08 82268655 or email: CBSBusiness support@sa.gov.au

If you dispute any amount debited the issue will be referred to the Liquor and Gambling Commissioner for resolution.

It is your responsibility to have sufficient clear funds available in the relevant account by the due date to permit the payment of debit items initiated in accordance with this Office's direct debit request.

In the event that the direct debit amount is rejected then it is your responsibility to pay to this Office the amount in full. If default is made by a licensee for more than seven days in paying an amount due and payable a fine of 10 per cent of the amount outstanding is added to that amount.

If you wish to alter the direct debit bank details you must contact this office by the **22nd day of the month** to enable the change to be effected. You will need to provide your new bank account details and sign a new direct debit request.

Under the *Gaming Machines Act 1992* the Commissioner will maintain confidential information and will not disclose your banking details to any person or firm except to authorities, who in the Commissioner's absolute discretion, may require the information for the purpose of discharging duties of a public nature.

The Commissioner is responsible for maintaining a high standard of ethical conduct, and is subject to public audit to ensure against fraud.