



# Direct Debit Request (DDR)

**Post:** GPO Box X2293 PERTH WA 6847  
**Phone:** 1300 650 235 (from landlines) or  
 (08) 9235 0235 (from mobiles)  
**Fax:** (08) 9425 7070  
**Email:** [ferttp@justice.wa.gov.au](mailto:ferttp@justice.wa.gov.au)

## Details of Fines Enforcement Registry Client

Full name:			
Address:			
Suburb:	Postcode:	State:	
Date of birth:	Email:		
Phone:	CRN:		
Driver's licence no:	Vehicle licence no:		

## Account holder authority and acknowledgement:

By completing this form you authorise and request us, Fines Enforcement Registry to arrange for funds to be debited from your nominated account at the financial institution identified and as described below, through the Bulk Electronic Clearing System. This authorisation will remain active in accordance with the terms and conditions described in the Direct Debit Request Service Agreement and this DDR form.

Name of account holder(s):			
Address:			
Suburb:	Postcode:	State:	
Name of bank:	Branch:		
Account name:			
BSB:	Account number:		

## Set up Direct Debit

By completing this section and signing this form, you confirm you're authorised to give Direct Debit instructions on the nominated account. Please select only one option.

Set up DDR for \$	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly
First payment date:	Final payment date:(optional)	

## Change direct debit

### Change my DDR as follows:

Set up DDR for \$	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly
First payment date:	Final payment date:(optional)	

## Declaration and authority

- I/We authorise and request Fines Enforcement Registry, APCA User 207055 to arrange for funds to be debited from the nominated account at the financial institution as set out above.
- Agree to the terms of this DDR and the Direct Debit Service Agreement.
- Authorise the Debit User to verify the details of the above mentioned account with my/our financial institution.
- Authorise the bank to release information allowing the Debit User to verify the above mentioned account details.

Account holder's name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Account holder's name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**It is your responsibility to ensure sufficient cleared funds are in the nominated debiting account when the payments are to be drawn. You should allow at least 5 days after the due date for the debit to be processed.**

## Fines Enforcement Registry

### Direct Debit Request Service Agreement

Please read the conditions of this agreement before lodging the Direct Debit Request (DDR) application. By lodging the Direct Debit Request you are accepting the conditions and agree to abide by them. If you do not agree to the conditions do not lodge the application.

- 1: The Client must advise in writing 14 days in advance, of any changes to the Direct Debit arrangement.**
- 2: To alter your DDR arrangement complete attached DDR Form, if you have issues relating to the DDR arrangement or wish to cancel the DDR, the Client will need to put the request in writing.**  
The request can be submitted by:
  - Visiting your nearest Magistrates Court
  - Posting written correspondence to The Registrar, Fines Enforcement Registry, GPO Box X2293, Perth WA 6847 or by facsimile on 9425 7070, or
  - Scan and email this form / letter to the Fines Enforcement Registry at [fertp@justice.wa.gov.au](mailto:fertp@justice.wa.gov.au) outlining the request/issue.

The signature of the account holder must be included to authorise any amendments to the Direct Debit arrangement – **Allow 14 days for the amendments to take place.**

- 3: The Client should be aware that:**
  - a) Direct Debiting through Bulk Electronic Clearing System (BECS) is not available on all accounts
  - b) Account details should be checked against a recent statement from your Bank.
- 4: It is **your responsibility to ensure sufficient cleared funds** are in the nominated debiting account when the payments are to be drawn. You should allow at least **5 days** after the due date for the debit to be processed.**
- 5: If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the next working day. If the client is in any doubt, please refer to point 3 for further clarifications.**
- 6: The FER will cancel the direct debit arrangement forthwith if a debit transaction is rejected because of incorrect account details.**
- 7: If the FER attempts to draw funds from the nominated account on three occasions and there are insufficient funds in the account the FER will cancel the direct debit arrangement forthwith.**
- 8: For returned unpaid transactions, the following policy will apply:**
  - The Client agrees that the FER is authorised to retry the debit item until the debit item is paid, subject to point 6, 7 and 8.
- 9: All Client records and account details will be kept private and confidential to be disclosed only at the request of the Client or Bank in connection with a claim made to an alleged incorrect or wrongful debt.**
- 10: This DDR in no way effects the enforcement process of any unpaid fine registered with the FER in the Clients name. Enforcement of unpaid fines will continue unless alternative separate arrangements to this DDR are made with the FER.**
- 11: The Fines Enforcement Registry must provide for 'not less than 14 days' notice to the Client if there is a variation to any of the debit arrangements.**

#### Important to note:

- Dishonour fees will be charged to the account holder.
- If a formal arrangement is present and a dishonoured payment occurs, you must honour the payment manually to avoid cancellation of your arrangement.
- If you would like to dispute a withdrawal, please let us know. We will investigate and respond to you within five business days. Alternatively you can contact your Financial Institution.

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