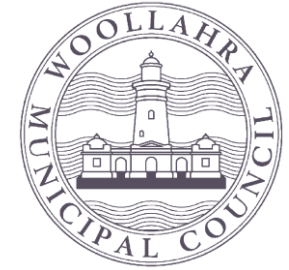


## PRESCHOOL - HOW TO REGISTER YOUR DIRECT DEBIT DETAILS ONLINE

If you have any queries, please contact Paul Gedeon.

Phone 9391 7050 Email: [Paul.Gedeon@woollahra.nsw.gov.au](mailto:Paul.Gedeon@woollahra.nsw.gov.au)



For Preschool Direct Debit, we accept the following:

- Bank Accounts
- American Express
- Master Card
- Visa

As per Direct Debit Terms and Conditions Clause 5 Direct Debit Availability – “Direct debit is not available on all accounts, it is your responsibility to check with your Financial Institution or Credit Card provider that direct debit is available on your nominated account”. A copy of the Terms and Conditions are provided on Page 7 of this document.

The screenshot shows the Woollahra Municipal Council website. The top navigation bar includes 'Sections', 'Forms', 'Councillors' portal', and 'Search'. The main header features the council logo, contact information (P 02 9391 7000, E records@woollahra.nsw.gov.au, 536 New South Head Road, Double Bay NSW 2028), and a 'Contact us' button. The main menu includes 'Home', 'Council', 'Services', 'Building and development', 'Library', 'Community', 'Environment', 'Recreation', 'News', and 'Events'. The 'I WANT TO...' section lists various services, with 'Make a payment' highlighted in a red box. The 'OUR ONLINE SERVICES...' section lists 'Community information database', 'Library catalogue and eServices', 'Conveyancing certificates', 'Mapping system', 'DA tracking', and 'Rates notices'. A QR code is located on the right side of the page. Below the main content, there is a section for 'Apply for a Community or Cultural Grant' with a 'Read more' link.


1. Go to Council's website <http://www.woollahra.nsw.gov.au>
2. Click on **• make a payment**


**OR**

3. Use our QR Code below

4. Click on • Register Your Direct Debit Details online

## Woollahra Preschool - Direct Debit

**Step 1:** Find out how to register your direct debit details  (PDF).

**Step 2:** Register your direct debit details online » 

If you require assistance with this direct debit facility, please contact:

Paul Gedeon  
Revenue Officer  
Telephone: 9391 7050  
Email: [paul.gedeon@woollahra.nsw.gov.au](mailto:paul.gedeon@woollahra.nsw.gov.au)

## What credit cards do we accept?

The following credit cards can be used for online payments:

- American Express
- Diners Club (excluding Woollahra Preschool Direct Debits)
- MasterCard
- Visa

*Please note: A 1% charge will apply to all credit card transactions.*



1. **Registration** 2. Terms and Conditions 3. Email Verification 4. Registration Confirmation

**Direct Debit Request**

**Billers Code:** 1002670 (Woollahra Municipal Council)

**Reference Number: \***

**Payment Method**  Credit Card  Bank Account

**Card Number: \***

**Expiry Date: \***  /

**Cardholder Name:**

**Email Address: \***



**Verification Text: \***

OR



1. **Registration** 2. Terms and Conditions 3. Email Verification 4. Registration Confirmation

**Direct Debit Request**

**Billers Code:** 1002670 (Woollahra Municipal Council)

**Reference Number: \***

**Payment Method**  Credit Card  Bank Account

**APCA User Name:** WOOLLAHRA MUNICIPAL COUNCI

**APCA User ID:** 019112

**BSB Number: \***  CBA - Double Bay

**Account Number: \***

**Account Name: \***

**Email Address: \***



**Verification Text: \***

I request and authorise WOOLLAHRA MUNICIPAL COUNCI (019112) to arrange, through its own financial institution, a debit to the nominated account any amount WOOLLAHRA MUNICIPAL COUNCI, has deemed payable. This debit or charge will be made through the Bulk Electronics Clearing System (BECS) from the nominated account held at the financial institution you have nominated and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

5. Type your **Reference Number**. This is the first 4 letters of your surname and the number of your child attending the preschool i.e. your first child attending the preschool will be -01 and the second child will be -02 and so on. Please contact the Preschool Director on (02) 9327 4921 if you are unsure of your reference number.

6. At **Payment Method**, click on either **Credit Card** or **Bank Account** and complete all fields, then click on Proceed.

**NOTE:** your email address is required to verify your identity. An email will be sent to you to complete the registration process.

1. Registration    **2. Terms and Conditions**    3. Email Verification    4. Registration Confirmation

**Please accept the conditions of the direct debit**

**DIRECT DEBIT BY CREDIT CARD AND BANK ACCOUNT – TERMS AND CONDITIONS**

- 1. Notification that payment is due**  
Woollahra Council will advise you by notice, statement or invoice of the amount of the payment due. On the due date the amount will be debited from the card/account you have nominated.
- 2. Direct Debit Guarantee**  
If you dispute an amount on a notice, statement or invoice due and provide written notification at least 5 working days before the payment is due, Woollahra Council will guarantee not to debit your card/account for the amount in dispute until the matter is resolved.
- 3. Due Date**  
Where the due date falls on a non-business day, we will draw the amount on the next business day.
- 4. Sufficient Funds**  
It is your responsibility to ensure you have sufficient clear funds available in the nominated card/account by the due date to permit the payment of the direct debit.  
  
Woollahra Council reserves the right to cancel the drawing arrangement if funds are continually dishonoured by your nominated Financial Institution.
- 5. Direct Debit Availability**  
Direct debit is not available on all accounts, it is your responsibility to check with your Financial Institution or Credit Card provider that direct debit is available on your nominated account.
- 6. Change in payment method or cancellation**

7. Review Direct Debit by Credit Card and Bank Account – Terms and Conditions.
8. To agree and proceed with registration, click on [Accept and Register](#).

*Please note, if you Decline the Terms and Conditions you cannot proceed with the registration process.*



- 
- 1. Registration
  - 2. Terms and Conditions
  - 3. **Email Verification**
  - 4. Registration Confirmation
- 

**Action Required!**

An email has been sent to your email address. Please click on the link within the email to complete your registration. Please note that the link will expire in 7 days.

**Account Details**

<b>Reference Number:</b>	TEST-02
<b>BSB Number:</b>	062156
<b>Account Number:</b>	10156334
<b>Account Name:</b>	Woollahra Council
<b>Email Address:</b>	michelle.phair@woollahra.nsw.gov.au youremail@email.com.au

- 9. An email has been sent to your registered email address. To complete your registration you must click on the link in the email within 7 days or the link will expire and your registration will fail.



"no-reply@bpoint.com.au" <no-reply@bpoint.com.au>

08/10/2013 07:39 AM

Please respond to  
no-reply@bpoint.com.au

To: \_\_\_\_\_  
cc: \_\_\_\_\_  
bcc: \_\_\_\_\_  
Subject: WOOLLAHRA MUNICIPAL COUNCIL Direct Debit R

Thank you for registering for direct debit.

Please click on the link below to verify your email and complete the registration.

The link will expire in 7 days. If you have not verified your email within 7 days, please contact us to reissue a new email.

[https://www.bpoint.com.au/payments/WoollahraMunicipalCouncil/register/verifycustomer?in\\_sessionid=00f1295b-3cf3-4a15-89ff-883c53fe8004](https://www.bpoint.com.au/payments/WoollahraMunicipalCouncil/register/verifycustomer?in_sessionid=00f1295b-3cf3-4a15-89ff-883c53fe8004)

To view a copy of your Direct Debit Request Service Agreement, please click on the link below

[https://www.bpoint.com.au/payments/terms/WoollahraMunicipalCouncil\\_cc\\_terms.pdf](https://www.bpoint.com.au/payments/terms/WoollahraMunicipalCouncil_cc_terms.pdf)

Regards,

WOOLLAHRA MUNICIPAL COUNCIL

10. To complete your registration, click on the link provided in the email.



Supported by the



- 
- 1. Registration
  - 2. Terms and Conditions
  - 3. Email Verification
  - 4. **Registration Confirmation**
- 

**Email verified**



**Success**

- Thank you for registering for direct debit. Your email address has been successfully verified and the registration is complete.

## DIRECT DEBIT BY CREDIT CARD AND BANK ACCOUNT – TERMS AND CONDITIONS

### 1. Notification that payment is due

Woollahra Council will advise you by notice, statement or invoice of the amount of the payment due. On the due date the amount will be debited from the card/account you have nominated.

### 2. Direct Debit Guarantee

If you dispute an amount on a notice, statement or invoice due and provide written notification at least 5 working days before the payment is due, Woollahra Council will guarantee not to debit your card/account for the amount in dispute until the matter is resolved.

### 3. Due Date

Where the due date falls on a non-business day, we will draw the amount on the next business day.

### 4. Sufficient Funds

It is your responsibility to ensure you have sufficient clear funds available in the nominated card/account by the due date to permit the payment of the direct debit.

Woollahra Council reserves the right to cancel the drawing arrangement if funds are continually dishonoured by your nominated Financial Institution.

### 5. Direct Debit Availability

Direct debit is not available on all accounts, it is your responsibility to check with your Financial Institution or Credit Card provider that direct debit is available on your nominated account.

### 6. Changes in payment method or cancellation

Woollahra Council will provide written notice of any proposed changes to your drawing arrangement, providing no less than 14 days notice.

You may stop or cancel your individual debit by giving written notice to us. Such notice should be received by us at least 3 business days prior to the due date.

It is your responsibility to advise us if the account nominated by you is altered, transferred or closed.

It is your responsibility to arrange with us a suitable alternate payment method, if the drawing arrangements are stopped, either by you or the nominated Financial Institution.

### 7. Charges

You are responsible to meet any charges resulting from the use of the Direct Debit System.

When a direct debit is not settled due to, insufficient funds or the nominated card/account being closed by the Financial Institution, Woollahra Council will charge a Returned Direct Debit Administration Fee (inclusive of bank charges) in accordance with Council's adopted Schedule of Fees and Charges.

Woollahra Council also charges a Credit Card Usage fee in accordance with Council's adopted Schedule of Fees and Charges.

### 8. Complaints and Incorrect or Wrongful debit

Woollahra Council will investigate and deal promptly with any queries, claims or complaints regarding debits, providing a response within 20 business days. Transaction disputes, queries or claims should be raised directly with Woollahra Council.

### 9. Privacy

Woollahra Council will maintain strict control over the information that has been provided to us. Council will only act on your written instructions or those of an authorised representative. However, if a claim is made relating to an incorrect or wrongful debit, information will be provided by Woollahra Council to the Financial Institution.