

Electronic Payment Authorisation Service Agreement

1. Following receipt of your Electronic Payment Authorisation (EPA), **RevenueSA** will initiate your payments from the nominated account for the amounts you specify on your electronic or paper based return.
 - Clients will be deemed to have given approval to debit the nominated financial institution account upon receipt of the electronic file or paper based return forwarded to RevenueSA.
 - Where a payment cannot be processed by the date that you requested or the **RevenueSA** due date, **RevenueSA** will attempt to debit your account on the next possible business day. Payments that cannot be debited within 14 days of the requested or due date will not be debited. You will need to make other arrangements for these payments.
 - RevenueSA will not debit the nominated account for any other purpose other than via authorisation from the client.
2. If you wish to dispute any payment, contact **RevenueSA** or provide full details in writing to:
RevenueSA
GPO Box 1353
ADELAIDE SA 5001

RevenueSA will make every attempt to ensure that payment disputes are resolved within **3 business days**.
3. It is your responsibility to have sufficient clear funds available in your account on the requested or due date to permit the payment of items initiated in accordance with your **EPA**.
4. If a due date falls on, or you specify a non-business day, the payment will be processed on the next business day. You may direct any enquiries regarding non-business day payment processing to the financial institution branch where your account is held.
5. If a payment is returned unpaid by your financial institution you may be liable for any dishonour fees charged by that financial institution.
6. An **EPA** remains in force until it is cancelled. If you wish to cancel an **EPA** or stop any individual payment, you must notify **RevenueSA** in writing giving at least **7 business days** notice.
7. If you change your account and want to continue using **EPA**, you will need to complete a new Electronic Payment Authorisation (**EPA**) form. You can obtain an **EPA** form from **RevenueSA** or via download from our Internet site: www.revenuesa.sa.gov.au.
8. Direct all queries, requests for cancellation of an **EPA** or requests to stop individual payments to:
RevenueSA
GPO Box 1353
ADELAIDE SA 5001
9. **RevenueSA** is very careful to protect the privacy of any personal information supplied. Some information may be given to financial institutions involved in the event of a payment dispute, or to verify that **RevenueSA** has received an **EPA** from you.
10. **EPA** utilises direct debit, which is not available on a range of accounts. If in doubt, please check with your financial institution.
11. **RevenueSA** does not provide the facility to instigate the debit of credit cards via RevNet.

ELECTRONIC PAYMENT AUTHORISATION ("EPA")

(EPA Service Agreement on reverse)

Please use **BLOCK LETTERS** and complete a separate EPA form for each bank account.

CUSTOMER DETAILS

Customer Name:

Surname or Company Name

Given Names or ACN/ABN

RevenueSA Client No.:
(if known)

- Authorise **RevenueSA, User ID No. 77423**, to arrange for funds to be debited from my/our account at the financial institution identified below.
- Request approval pursuant to Part 6 of the *Taxation Administration Act 1996* to lodge returns and/or payments electronically.
- Acknowledge that the address for the service of notices will be the following e-mail address:

Email Address:

This authorisation is to remain in force in accordance with the **EPA Service Agreement** overleaf.

PAYMENT FOR

(please tick one or more boxes as applicable)

- | | |
|---|--|
| <input type="checkbox"/> RevNet – Stamp Duty | <input type="checkbox"/> RevNet - Pay-roll Tax |
| <input type="checkbox"/> RevNet – Land Tax Certificates | <input type="checkbox"/> RevNet – Emergency Services Levy Certificates |
| <input type="checkbox"/> Other – Please Specify | <input type="text"/> |

DETAILS OF ACCOUNT TO BE DEBITED

(All account details must be supplied - BSB and Account No.s will not be transferred across the Internet.)

ADD Account

DELETE Account

Name and Branch of
Financial Institution:

BSB No.:
(Bank/State/Branch No.)

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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This **must** be 6 digits.

Account No.:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Cannot be more than 9 characters.

Account Name:

NOTE: Please ensure the account and BSB numbers that you are providing are correct. Direct debiting is not available on a range of accounts and if you are in doubt, please check 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.

Account Description:
(Complete for RevNet only)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Cannot be more than 8 characters

The account description will be used to identify the bank account and will be displayed in RevNet. Please nominate an 8 character description of your choice.

SIGNATURE(S)

(To be signed by the authorised account signatory/ies)

Customer Signature(s):

<input type="text"/>	Date: / /
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