

## RevNet Payroll Tax Electronic Payment Authority Application

Complete all sections of this application and the Electronic Payment Authorisation form and forward to RevenueSA by one of the following methods. Please allow RevenueSA up to 2 weeks to process this application.

**Mail: RevNet Application, RevenueSA, GPO Box 1353, ADELAIDE SA 5001**

**Fax: 08 8226 3805**

**Email: [revnet@sa.gov.au](mailto:revnet@sa.gov.au)**

**The Applicant:**

*Insert name of legal entity seeking authorisation*

hereby applies for authorisation to access and utilise the **Payroll Tax Electronic Payment Authority** facility of RevNet.

**The Applicant hereby acknowledges and agrees to abide by the terms and conditions set out in the RevNet Payroll Tax Electronic Payment Authority Application Terms and Conditions available from the website at:**

[www.revenuesa.sa.gov.au/revnet/revnetprtaptandc.pdf](http://www.revenuesa.sa.gov.au/revnet/revnetprtaptandc.pdf)

Dated:

 day of  20 

A.C.N (must be provided if applicable):

A.B.N (must be provided if applicable):

RevenueSA Taxpayer No. (if applicable)

Email:

### REVNET ADMINISTRATOR ACCESS

The following natural persons are nominated by the Applicant to have Administrator Access to RevNet for the purposes of Part 3, Clause 3.6 of the RevNet Payroll Tax Electronic Payment Authority Application Terms and Conditions. Administrators have the highest level of access available to clients. They can perform all the functions of a user with General Access as well as maintain user access levels.

Full Name of Natural Person (including middle name)	Telephone	E-mail Address	Signature

Signed [by/for and on behalf of] the Applicant

Print Name

Position Held

**Postal Address** of the Applicant:

### OFFICE USE ONLY

Signed:

Date:

AUTHORISED OFFICER

If you require assistance with your application, or have any queries regarding RevNet, please contact the Helpline on: (08) 8207 2333 (Monday – Friday 8.30 am to 5.00 pm)

# ELECTRONIC PAYMENT AUTHORISATION (“EPA”)

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

## APPLICANT DETAILS

Applicant Name:

*Legal Entity Name*

*ACN/ABN*

RevenueSA Client No.:  
*(if known)*

- Authorise this direct debit request, whereby **RevenueSA, User ID No. 77423** will debit RevNet initiated payments from the bank account identified below through the Bulk Electronic Clearing System (BECS).
- 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 **Direct Debit Request Service Agreement** overleaf.

## PAYMENT FOR

*(please tick one or more boxes as applicable)*

- |   |  |
|---|--|
| <input type="checkbox"/> RevNet – Stamp Duty/Opinions   | <input type="checkbox"/> RevNet - Payroll 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"/>
----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------

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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**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.

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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**Cannot** be more than 8 characters

The account description will be used to identify the bank account in RevNet. Your bank account number will not be displayed in RevNet for security reasons.

## SIGNATURE(S)

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

Customer Signature(s):

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

# Electronic Payment Authorisation

## Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with RevenueSA. It explains what your obligations are when entering into an Electronic Payment Authorisation (EPA). It also details what our obligations are to you as your Electronic Payment Authorisation provider. Please keep this agreement for future reference.

### Debiting your account:

- You will be deemed to have given approval to debit the nominated financial institution account upon authorising an amount via RevNet.
- RevenueSA cannot and will not independently debit the nominated account for any other amount than that authorised by the user.
- If the payment authorised via RevNet is not on a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

### Amendments by you

- An EPA remains in force until it is cancelled. If you wish to cancel, contact RevenueSA on the contact details listed below (under disputes).
- If you wish to stop any individual payment, you must notify RevenueSA via email within the same business day you authorised the payment. If the payment is not authorised on a business day, contact RevenueSA on the following business day.
- 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 it can be downloaded from our Internet site: [www.revenuesa.sa.gov.au/forms/revsaddr.pdf](http://www.revenuesa.sa.gov.au/forms/revsaddr.pdf)

### 2. Amendments by RevenueSA

- We may vary any details of this agreement or the Electronic Payment Authorisation at any time by giving you at least fourteen (14) days written notice.
- The current version of this agreement and Electronic Payment Authorisation is available from our Internet site: [www.revenuesa.sa.gov.au](http://www.revenuesa.sa.gov.au)

### 3. Your obligations

- It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the authorised amount via RevNet.
- If there are insufficient clear funds in your account to meet a debit payment:
  - (a) you may be charged a fee and/or interest by your financial institution;
  - (b) you may also incur fees or charges imposed or incurred by us; and
  - (c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- You should check your account statement to verify that the amounts debited from your account are correct.

### 4. Disputes

- If you believe that there has been an error in debiting your account, you should notify RevenueSA in writing on the contact details listed below:

**Post:**  
RevenueSA  
GPO Box 1353  
ADELAIDE SA 5001

**Email:**  
[revnet@sa.gov.au](mailto:revnet@sa.gov.au)

**Fax:**  
08 8226 3805

Or by telephoning RevenueSA on (08) 8207 2333 during business hours, telephone enquiries will need to be accompanied with a written request for investigation purposes.

- If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.
- We will make every attempt to ensure that payment disputes are resolved within 3 business days.
- Alternatively you can take it up directly with your financial institution.

### 5. Accounts

- You should check:
  - (a) with your financial institution whether direct debiting through Bulk Electronic Clearing System (BECS) is available from your account as this may not be available on all accounts;
  - (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
  - (c) with your financial institution before completing the Electronic Payment Authorisation if you have any queries about how to complete it.

### 6. Confidentiality

- We will keep any information (including your account details) in your Electronic Payment Authorisation confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you:
  - (a) to the extent specifically required by law; or
  - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).