



Request Rate Notices by Email

*Please email the completed form to council@walcha.nsw.gov.au or post to:
PO Box 2, WALCHA NSW 2354*

TYPE OF REQUEST

New request Update request

RATE PAYER DETAILS

Full name (or company name) of all owners

Contact phone number

Email

Mobile phone number

Mailing address

RATES ASSESSMENT

List all assessment numbers where you wish to receive rate and instalment notices by email.

Assessment Number

Property Address

Assessment Number

Property Address

Assessment Number

Property Address

TERMS and CONDITIONS

Following receipt of your request:

1. Council will no longer post paper rate and instalment notices ("rates and charges notice/s") to you, or any person to whom paper rate notices for the nominated rate assessment(s) were previously sent.
2. All future rate or instalment notices will be in the form of a PDF attachment to an email sent to the email address nominated by you.
3. You must advise any other person to whom paper rate notices are currently being sent that they will no longer receive paper rate notices as a result of your request. Council will not be responsible for providing this notification.
4. You must check your nominated email address for rate and instalment notices before the respective payment due dates of 31 August, 30 November, 28 February and 31 May.
5. You agree that you are deemed to have received the email when it reaches your internet service provider, whether or not you have opened or read the email.
6. You agree that you will retain the rate notice information yourself electronically or by printing it.
7. You can withdraw your request for email delivery of rate notices at any time by writing to Council. Your withdrawal request may be emailed, posted or faxed and must include an up to date forwarding mail address.
8. The delivery of rate notices via email will be cancelled if any ratepayer of the nominated rate assessment or their authorised agent requests cancellation.
9. Upon withdrawal or cancellation of the email delivery service, Council will commence sending paper rate notices to the last advised mailing address for the rate assessment.
10. You will be able to obtain a paper copy of a rate notice upon payment of the applicable fee set out in the Council's Fees and Charges document.
11. If Council receives a 'bounce-back' notification from your email address, a paper rate notice will be sent to your last advised mailing address for the rate assessment. If two or more consecutive bounce-backs occur Council may cancel the request for email delivery of rate notices for that rate assessment. An "out of office" notification will not be considered a bounce-back notification.
12. You are responsible for keeping your email address up to date. If you change your email address you must advise Council in writing.

The "Request Rate Notices by Email" form is available at www.walcha.nsw.gov.au. Go to the Council dropdown tab - Rates Payments - Payment of Rates and Other Charges - Downloads.

This form can also be used to update your email address.

Using an "out of office" or similar notification for a change of email address will not be deemed sufficient to have advised Council of a change of email address as rate notices are sent from a mailing house, not directly from Council.

AUTHORISATION

Please send all future rate and rate instalment notices for the assessment properties listed to the email address as advised.

- I have read and understand the terms and conditions of this service and certify that I act on behalf of all the owners of the property.

Name

Signature

Date