Australian Government

Australian Customs and Border Protection Service

ICS EFT client authorisation

Refer to the *Preparing for CMR imports* booklet for assistance with completing this form.

This form gives authorisation to the selected brokerage to quote their clients nominated bank account details.

Official use only *(Branch ID)*

Importer / owner

Given name and surname **or** company name:

ABN **or** Customs client ID (CCID):

Details of the account to be debited *(all account details must be supplied)*

BSB:

Bank account number:

Bank account name:

Daily account limit *(this field will be treated as 'unlimited' if no limit is provided)*

Daily account limit:

$

Usage period start date:

/   /

Usage period end date:

/   /

To restrict the authorised daily account limit to a branch within the brokerage please provide the unique branch name below. If a branch is not included the daily account limit will be set at the ABN or CCID level of the brokerage.

Unique branch name *(from Establishment of branches form)*

Licensed brokerage details

Given name and surname **or** company name:

Brokerage's Customs client ID (CCID) or ABN:

Licensed brokerage contact name:

Contact phone *(business)*:

Email:

Client authorisation

I provide the above with authorisation to quote these bank account details on import documentation for payment of charges to Customs.

Cient given name:

Surname:

Phone number:

Client signature(s) *(all signatories may be required to sign on joint accounts)*:

Date:

/   /

Note:

- Where a client has more than one bank account a separate *ICS EFT client authorisation* form must be completed.

- It is mandatory that clients have only one default bank account. If this is your default account tick this box:

Note: Scanned signed *ICS EFT client authorisation* forms will be accepted by email.
EFT registration can take up to 5 working days. To check if it has been processed, please access the ICS and search under the 'Client Summary View' screen, selecting first the 'Bank Accounts' hyperlink and then the 'BSB Number' hyperlink. If it has not been actioned within 5 working days, please ring 1300 558 099 for assistance.

Please send completed form to:
Postal Address
Attention: Lodgements Client Services
Australian Customs and Border Protection Service
Customs House
Locked Bag 3000
Sydney International Airport NSW 2020

Email Address
ClientServicesCHSIA@customs.gov.au

B322 (February 2012)

Australian Government

Australian Customs and Border Protection Service

Direct debit request (DDR)

Insert name of the person, partnership or Company giving the DDR. If company include ABN. If an individual include CCID.

I/We...
(Given name and surname OR company name)

(must be 11 characters)

(Customs client identifier (CCID) or Australian Business Number (ABN))

request and authorise THE AUSTRALIAN CUSTOMS SERVICE (User ID No.250406) to arrange for funds to be debited from the financial institution account identified below.

This authorisation is to remain in force in accordance with the Service Agreement provided with this form.

I/We understand and acknowledge that:

1.   The Bank may in its absolute discretion determine the order of priority of payment by it of any moneys pursuant to this Request or any authority or mandate.

2.   The Bank may in its absolute discretion at any time by notice in writing to me/us terminate this Request as to future debits.

Details of the account to be debited
(All account details must be supplied)

Name and branch of financial institution:

....
Please Print

BSB Number:

			–			

(must be 6 characters)

Account Number:

(cannot be more than 9 characters)

Bank account name:

....
Please Print

Daily account limit:

$ | | | , | | | | , | | | .00

(this field will be treated as 'unlimited' if no limit is provided)

Usage period:

from | | / | | / | | to | | / | | / | |

Branch ID and the branch's unique name (from Establishment of branches form):

If you have a branch you can choose to restrict the authorised daily account limit to that branch. Please print the branch ID and the branch's unique name below. If a branch is not included the daily account limit will be set at the ABN or CCID level.

....
Please Print

Customer name:

....
Please Print

Customer phone number:

(   )
Please Print

Customer signature(s): (all signatories may be required to sign on joint accounts)

....

....

| | | / | | / | | (today's date)

Note: •   Where a client has more than one bank account a separate DDR must be completed for each account.

•   It is mandatory that clients have only one default bank account. If this is your default account tick this box: □

Australian Customs Service direct debit request service agreement

Direct debit request (DDR) service agreement

1. By signing the DDR, you have authorised the Australian Customs Service (Customs) to arrange for funds to be debited from the nominated account for the payment of customs duty, goods and services tax, wine equalisation tax, luxury car tax and other charges and fees payable in respect of imported goods.

2. Customs will debit your nominated financial institution account on the due date. Where the due date is not a business day, Customs will process the debit on the first business day thereafter.

Changing the agreement

3. Customs will provide you with twenty-one days notice if Customs wants to change any terms of the Agreement.

4. If you receive a notice of a proposed change to the Agreement from Customs and you want to terminate your DDR, you must give Customs at least five days notice to terminate the DDR from the date upon which the proposed change is to take effect.

Dispute

5. If you wish to dispute a DDR transaction, you should contact Customs.

6. Customs will attempt to ensure that all DDR transaction disputes are resolved within twenty eight business days.

Clear funds

7. You should ensure that you have sufficient clear funds in your nominated financial institution account to enable each debit to be paid by the due date. If you do not have sufficient clear funds, Customs will contact you about the payment of the amount owing.

8. Customs reserves the right to refuse to accept EFT payments where you have on more than one occasion not had sufficient clear funds to enable debits to be paid, or where you have significant debts outstanding to the Commonwealth.

Returned debits

9. If there are insufficient clear funds in your account to meet the debit you may be charged a fee by your financial institution.

Altering or cancelling the DDR

10. The DDR remains in force during the usage period or until the DDR is cancelled.

11. You may alter the DDR at any time by providing at least 5 business days notification in writing to Customs. Customs may refuse to vary the DDR.

12. You may cancel the DDR at any time by providing at least 5 business days notification in writing to Customs.

Accounts that can be debited

13. Direct debit is not available on a full range of accounts. If in doubt, check with your financial institution.

14. Customs will not debit credit cards.

Confidentiality

15. Customs requires the information in the DDR in order make direct debits from the nominated financial institution account. Customs will not disclose the information in the DDR, except where required or permitted by law or required for conducting direct debits with your financial instruction and for related queries or disputes.

Contact

16. Direct Debit processing can take up to 5 working days. To check if it has been processed, please access the ICS and search under the 'Client Summary View' screen, accessing the 'Bank Accounts' hyperlink. If it has not been actioned within the 5 working days, or if you have any queries, wish to alter or cancel the DDR, stop an individual debit or dispute a debit, please ring 1300 558 099 for assistance.

Please send completed form to:

Postal Address
Attention: Lodgements Client Services
Australian Customs and Border Protection Service
Customs House
Locked Bag 3000
Sydney International Airport NSW 2020

Email Address
ClientServicesCHSIA@customs.gov.au

Note: Scanned signed DDR forms will be accepted by email.