

# Bond lodgement Direct debit payment form

- › All sections of this form must be completed to enable smooth processing
- › Make sure you write in all the boxes and sign the form
- › Complete in a black or blue pen with **CAPITAL** letters if handwriting
- › Do not sign this form until all information has been entered
- › Read the important information on the back of this form before entering any details

**1** Direct debit authority ID:

If you have not been given a direct debit authority ID by Tenancy Services, you must first complete a direct debit authority form.

**2** Person making payment today (this is the person we will contact if there are any issues with payment):

Name:

Contact email:

Contact phone:

**3** Landlord or agent details (if different to above):

Name

Landlord ID:

Contact email:

Contact phone:

**4** Total payment to be direct debited from your account: \$  (A)

**5** Total number of bond lodgement forms accompanying this form:

Either list the details of all properties this payment relates to below (6a) OR attach a schedule of properties with those details (6b).

**6a** List property details (continue on an additional form if lodging bonds in relation to more than seven properties):

Address	Bond value	Property ID (if known)
<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"/>
<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"/>

Grand total \$  (B)

**6b** (OR) Attach a schedule of property details Grand total \$  (B)

**7** I confirm that the total payment to be direct debited matches the total value of the forms attached (ie. A = B, above)  (Tick if yes)

## 8 Authorisation

This form indicates authorisation to deduct the amount indicated above (A) from my/our account by direct debit, in accordance with the terms and conditions previously agreed between me/us and the Initiator.

We expect to receive notice of confirmation of the net amount of the direct debit debited from my/our bank account and the due date of debiting in writing (including by electronic means and SMS where I/we have provided written consent to communicate electronically).

I/We certify that I/we are approved signatory/signatories for the account associated with the direct debit authority ID above.

Signed

Signed (if joint signature required)

Date

Date



## Privacy statement

Information provided on this form will be held and used by the Ministry of Business, Innovation and Employment for the purposes of administering and enforcing the Residential Tenancies Act 1986.

It may also be used for carrying out customer surveys, public education and statistical analysis, and we may occasionally provide your information to third parties to carry out this work on our behalf.

The personal information you supply will not be used for any other reasons unless permitted under the Privacy Act 2020 (e.g. with your consent or for a directly related purpose). The information may also be provided to third parties where it is required or permitted by law. The personal information you supply will be provided to all parties named on this form or on the bond record. You can access or correct your personal information held by us at any time.

## Contact email address

If we need to contact you about the information contained within this form, email will be our primary means of communication. An email address must be provided overleaf.

## Any questions?

All our forms and other information are on our website at [www.tenancy.govt.nz](http://www.tenancy.govt.nz)

If you have any questions about this form or need more information about bonds, please phone 0800 737 666 or contact us by email at [www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

Ki te mea he pātai āu mō tēnei puka, kei te pīrangī pārongo rānei mō te moni here (bond), waea koreutu 0800 737 666, whakapā rānei ki a mātou i te īmēra

[www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

‘A iai ni fesili e uiga i lenei pepa pe mana’omia fo’i nisi fa’amatalaga e uiga i le tupe fa’amau (bond), fa’amolemole telefoni mai i le numera 0800 737 666, pe feso’ota’i mai ile emeli

[www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

若您有任何关于本表格方面的疑问,或是希望获得有关押金的更多详情,请拨打我们的免费热线电话 0800 737 666,或发送电邮至以下网站内的相应电邮地址,与我们联系:

[www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

## How to send us your forms

This direct debit payment form must be accompanied by all bond lodgement form(s) to which the payment relates.

Forms should be emailed to [bond.finance@mbie.govt.nz](mailto:bond.finance@mbie.govt.nz)

## Direct debit authority ID

A direct debit authority ID is a unique identifier assigned to your Landlord ID. It should be used by you in all correspondence with Tenancy Services relating to direct debit payments. Your direct debit authority ID must be written on any direct debit form, which must accompany a bond lodgement form (or forms) in order to authorise payment.

If you have not been given a direct debit authority ID by Tenancy Services, you must first complete a direct debit authority form.

## Landlord ID

Please enter the Landlord ID of the entity making payment (even if paying on behalf of a landlord).

## Dishonoured direct debit payments

Dishonoured payments may be automatically retried within 5 working days (in accordance with the terms and conditions of your direct debit authority).