



Paying levies via direct debit

Use this form to pay your ACC levies by direct debit or sign up for MyACC for Business and arrange online. Register now at business.acc.co.nz

Section 1a – Your account details

* Mandatory fields

ACC account name:*

ACC number:*

Or IR / NZBN number:

Date of birth:

Postal address:*

Contact phone numbers:*

Email address:

All future ACC levy communication will be sent to the email address above.

Section 1b – Delegated Authority

It is compulsory to complete section 1b if the ACC account is for a non-individual (e.g. a company/partnership) or if you are not the individual ACC account holder. **Providing access to ACC levy account information** form will also be required if not yet authorised.

Your name:

Your position/relationship to account holder/designation:

Section 2 – Payment details

☐ Tick here if you are only advising ACC of a change in your bank account number. Do not complete the rest of section 2 if current plan is not to be amended.

☐ Full payment on the due date **OR** pay monthly over ☐ 3 months ☐ 6 months ☐ 10 months¹

If no plan length is selected, ACC will set up the current balance to be paid on the due date for all policies due, if the due date has passed, we will advise you when the payment will be deducted. If no balance is due, future invoices will be pre-set to full payment on the due date.

If you have a preference, please specify the date in the month you would like your payments to be deducted, e.g. the 20th

¹ Interest of 2.73% is charged on the total amount of the levy when it's paid via a 10 month plan.

Section 3 – Declaration

The information on this form is true and correct to the best of my knowledge.

I have read, understood and agreed to the terms and conditions on page 2 of this form.

I understand that ACC will use this payment instruction for any future payments unless otherwise advised.

I have authority to submit this form.

Your signature:*

Date:*

This needs to be a physical signature, we cannot accept digital signatures.

Direct debit authority

This section must be filled in by the bank account holder(s) who have signing authority.

Name of my bank account:*

Name of my bank:*

My bank account number:*

Bank Branch Account number Suffix

Authorisation Code

Approved 1016

01 19

From the acceptor to their bank:

I authorise you to debit my account with the amounts of direct debits from the Accident Compensation Corporation with the authorisation code on this authority in accordance with this authority until further notice.

I agree that this **direct debit authority** is subject to:

- The bank's terms and conditions that relate to my account
- The specific terms and conditions listed on the reverse of this form
- Having signed authority on this bank account

Authorised signature(s)*

Print name(s) of signatory(s)*

Date:*

This needs to be a physical signature, we cannot accept digital signatures.

Return both pages via email to business@acc.co.nz at least 10 days before the due date of your levy. If you have any questions about completing this form, contact us on 0800 222 776, by emailing the above address or live chat via your [online portal account](#).

Terms and conditions of paying by direct debit

Regular payments and method

1. By agreeing to pay by direct debit, you agree for the terms of payment to be overseen and operated by ACC's automated software which will:
 - a. Issue a payment schedule based on the Payment Details supplied in section 2
 - b. Maintain this schedule, issuing any relevant fees, interest and direct debit requests
2. If a payment would be scheduled on a non-business day, it will be moved to the next business day. Unless it is the last business day of the month, then it will move to an earlier business day.
3. In the event you require an adjustment to your instalment plan or wish to supplement a payment with a manual payment, it is important that you contact ACC for assistance. ACC may agree to adjustments to the schedule and non-standard payments at its own discretion.
4. Due to technical limitations, ACC cannot guarantee a replacement schedule will be issued for minor adjustments such as, but not limited to, shifting of dates for individual payments, unexpected manual payments, or distributions of credit notes.
5. Future invoices will be issued with the payment schedule (if any) included as part of the invoice. It is important you review and advise ACC of any concerns or requests to amend the way that you pay your levies.
6. It is important that you contact ACC at least three business days in advance of any requested changes in order to ensure there is sufficient time to allow all the systems involved to update accordingly.

Instalment Interest

7. If you choose to pay your levy in 10 equal monthly instalments, you will be charged Instalment interest at 2.73% of the total annual levy amount. This will be added to your monthly payments as set out in your instalment schedule.
8. Instalment interest is charged under section 234 of the Accident Compensation Act 2001 (the Act). For more information visit acc.co.nz/interest.

CoverPlus Extra

9. If you are a CoverPlus Extra policy holder, and do not pay by the date required under your planned agreement, your policy and the planned agreement will be terminated. You will then receive ACC's standard cover policy and be required to pay levies for the period that the standard cover applies.

Missed payments, interest and penalties (does not apply to CoverPlus Extra policies)

10. If any payments are not paid to ACC on the due date then ACC may cancel the instalment plan at any time, and you will be liable to pay the remaining balance of the levy.
11. For any balance that is not paid by the due date, the levy payer becomes liable for late payment interest, compounded monthly in accordance with section 250 of the Accident Compensation Act 2001 ("the Act"). The late payment interest rate is 1% per month, compounding. For more information visit acc.co.nz/interest.
12. If ACC incurs any costs (such as internal and external costs and/or legal fees) in recovering money you owe or in enforcing its rights under this agreement, you must pay these on demand.

Future levy payments

13. ACC will use the information you have provided to automatically roll your plan over in the next levy year unless you advise us otherwise. It is also important to note that any future ACC policies will be set up for full payment on the due date.

Information collection

14. ACC collects personal information to administer your levy account and to manage levies payable. If an amount remains unpaid, ACC may use your information for debt collection purposes and may share your information with employees or external agencies for those purposes.
15. You have the right to access and request correction of personal information that ACC holds about you.
16. The information provided on this form will only be used and disclosed for lawful purposes connected with our functions and activities under the Accident Compensation Act 2001. At all times, ACC will comply with the Privacy Act 2020, the Health Information Privacy Code 2020, and the Official Information Act 1982. Further details of how and why we collect, use, store and disclose information are set out in our Personal Information and Privacy Policy, which may be viewed on our website acc.co.nz/privacy/privacy-disclaimer/

Conditions of the Direct Debit Authority

Specific conditions relating to notices and disputes

You may ask your bank to reverse a direct debit up to 120 calendar days if:

- You don't receive a written notice of the amount and date of each direct debit from the initiator, or
- You receive a written notice but the amount or the date of debiting is different from the amount or the date specified on the invoice

The initiator is required to give a written notice of the amount and date of each direct debit in a series of direct debits no less than 10 calendar days before the date of the first direct debit in the series. The notice is to include:

- The dates of the debits, and
- The amount of each direct debit.

If the initiator proposes to change an amount or date of a direct debit specified in the notice, the initiator is required to give you notice no less than 30 calendar days before the change.

For direct debits with notice no later than the date of the debit, the initiator may only send a direct debit if you have:

- Asked the initiator to send it, and
- Agreed the amount of the direct debit.

For customer-initiated payments, the initiator is required to give you a written notice of the amount and date of each direct debit no less than the date of the debit.

In the collection, use and storage of information, ACC will at all times comply with the obligations of the Privacy Act 2020, the Official Information Act 1982 and the Health Information Privacy Code 2020.