



## BANK DIRECT DEBIT (BDD) AUTHORITY FOR SUSPENDING HOUSING PAYMENTS

Please complete this form if you want the Department of Housing to suspend your automatic payment deductions for any period up to 12 weeks (periods longer than 12 weeks must have deduction cancelled)

If you are **not** terminating your tenancy with the Department of Housing you will need to continue making payments at the Australia Post Office, using the barcode on your payment slip. If you do not have a payment slip, contact your nearest Housing Service Centre.

<b>About you</b>		
Surname (Family name)		
Given names		
Date of birth		
Your Bank Account Number		Your Bank Reference Number
Your rental address		
	Suburb/Town	
	State: Queensland	Postcode
Your telephone number	Home (    )	Work (    )
From what date do you want the deductions to be temporarily ceased?	<div style="display: flex; justify-content: space-around; align-items: center;"> <span>/</span> <span>/</span> </div>	You may need to allow up to four days for your cancellation to be processed
How many payments do you want temporarily ceased?		
Type of payment to be ceased	(please tick)	Payment Reference Number
Rent	<input type="checkbox"/>	
Rent arrears repayment	<input type="checkbox"/>	
Maintenance/other repayments	<input type="checkbox"/>	
Extra payments	<input type="checkbox"/>	
Your Signature _____		Date: ____ / ____ / ____
<b><u>Please return completed form to your nearest Housing Service Centre.</u></b>		
<b>Privacy Notice</b>		
<p>The Department of Housing is collecting your personal information so we may provide you with housing assistance. To assist you with your housing needs and services, your personal information may be disclosed to partner agencies, service providers, local governments and non-governmental agencies that now, or will, provide you with housing and/or support services. Unless authorised or required by law, your personal information will not be disclosed to any other third party without your consent. More information about the Department's privacy obligations is available on our website at <a href="http://www.housing.qld.gov.au">www.housing.qld.gov.au</a>.</p>		

**Housing Service Centre Use Only**

Date form received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Date entered in Reside: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Processing officer's name: \_\_\_\_\_