



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

Please complete this form if you want the Department of Housing to cancel your automatic payment deductions. 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.

### About you

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 ( )

### About your payments to the Department of Housing

What date do you want the deductions to end?

/ /

You may need to allow up to four days for your cancellation to be processed

Type of payment to be cancelled

(please tick)

Payment Reference Number

Rent

Rent arrears repayment

Maintenance/other repayments

Extra payments

Your Signature \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please return completed form to your nearest Housing Service Centre.**

#### Privacy Notice

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 [www.housing.qld.gov.au](http://www.housing.qld.gov.au).

### Housing Service Centre Use Only

Date form received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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