

**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.

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|  | | | | | |
|  | **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 ( ) |
| From what date do you want the deductions to You may need to allow up to four be temporarily ceased? / / 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 | |  | |
| 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/). | | | |

**Department of Housing**

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

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| **Housing Service Centre Use Only** | | | |
| Date form received: | / / | Date entered in Reside: | / / |
| Processing officer’s name: |  | | |

**Department of Housing**

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

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