

## EASY PAY AUTHORITY FOR CEASING HOUSING PAYMENTS

Please complete this form if you want the Department of Communities (Housing and Homelessness Services) to cancel your automatic payment deductions. If you are **not** terminating your tenancy with the Department of Communities (Housing and Homelessness Services), you will need to continue making payments at the Australia Post Office, using your rental payment card. If you do not have a payment card, contact your nearest Housing Services Office.

### 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 Communities (Housing and Homelessness Services)

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)

Rental Agreement Number

Rent

Rent arrears repayment

Maintenance/other repayments

Extra payments

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

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

#### Personal Information Privacy Notice

The Department of Communities is collecting personal information on this form to provide you with housing assistance or assess grant funding applications. This is authorised by the *Housing Act 2003*. To assist you with your housing needs and services, relevant personal information may, in very limited and specific circumstances, be disclosed to: Partner agencies, Service providers, Agencies authorised by legislative provisions, and local governments and non-governmental agencies that now, or will, provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any other third party without your consent. More information about the department's privacy policy is available on our website at:

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

#### Housing Services Office Use Only

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

Date entered into SAP: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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