

Payment Commitment Application – Sundry Debtors

This form is used to apply for a payment commitment for outstanding sundry debtors accounts and/or if you are unable to make full payment of your sundry debtor account invoices by the due date.

Completion and submission of this payment commitment application form is not enough to stop your account from being referred to Council's external debt recovery agency or taking further legal action.

Council will provide written confirmation of an approved payment commitment once your application has been processed. Council encourages you to commence payments immediately whilst your application is being reviewed. **Please Note:** this application is **not** an approval of your request.

As per Council's current Financial Year – Sundry Debt Recovery Policy, your payment commitment should result in all outstanding sundry debtors account invoices/charges being paid in full within three (3) months. If you are unable to keep to your agreed payment commitment, you are required to contact Council **prior** to it being due.

If your payment commitment is not maintained within the agreed terms the following actions will occur:

- Your payment commitment will be cancelled; and
- All outstanding debt will be forwarded to Council's external debt recovery agent without further notice to you.

Debtor Account Number:			
Debtor Name:			
Invoice/s Details:			
Postal Address:			
Contact Number:		Email Address:	
Reason for Requesting Payment Commitment:			
Frequency of Payments: (please circle)	Weekly	Fortnightly	Bi-Monthly
			Monthly
Date of Each Payment: e.g. each Friday, every 20 th of the month			
Amount of Each Payment:	\$		
Date of First Payment:		Last Date of Payment: (if known)	

Authorised Debtor Account Name:			
Authorised Debtor Account Signature:		Date:	

OFFICE USE ONLY

Date Received	Officer

PRIVACY STATEMENT

Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. This information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests, etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so, or we are required to do so by law.

Version 7.0 Dated 01 July 2025 – [4. Payment Commitment Application for Sundry Debtor Version 7.0 Dated 01 July 2025.docx](#)