

Direct Debit

Last Modified on 26/06/2024 3:46 pm AEST



The instructions in this article relate to **Direct Debit**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

The Direct Debit area controls two processes:

1. It records the bank account details for refunding an owner's account.
2. It confirms which owners have a Direct Debit Authority in place.

Owner EFT Setup

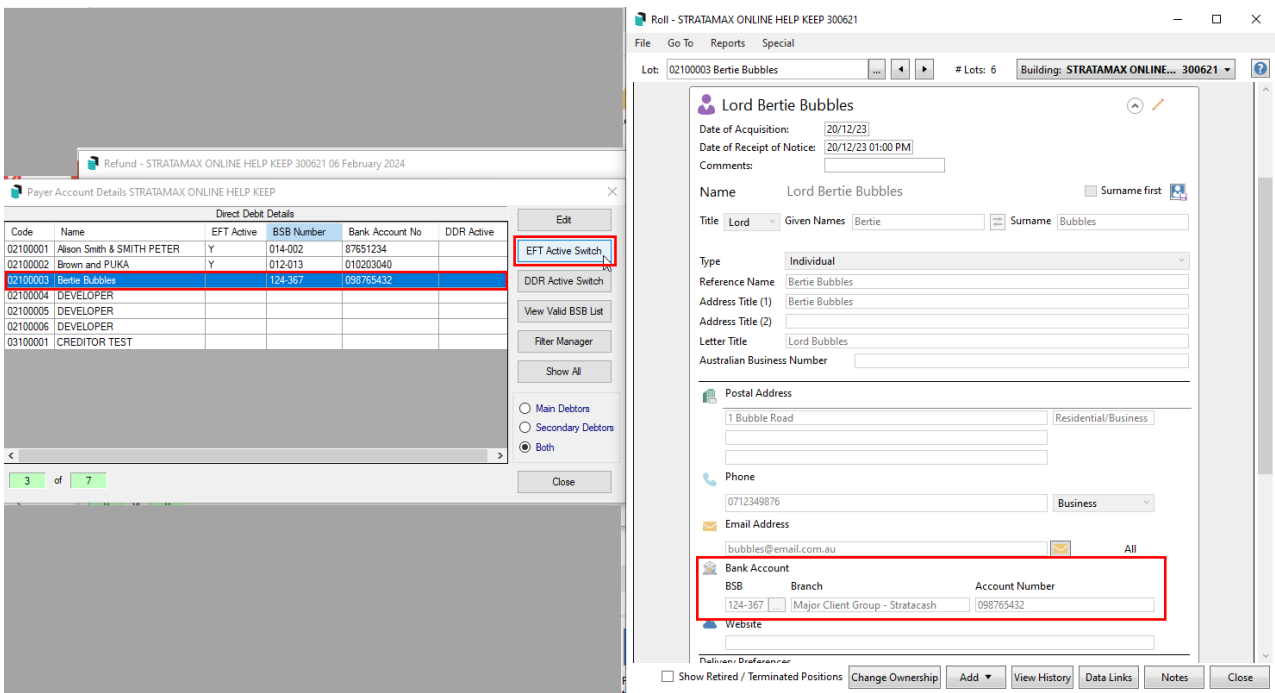
Note that the appropriate permissions are required in the **Security Setup** menu in order to access this function. Specifically the 'Debtor bank account details edit permission'.

This section details the steps needed to enable EFT payments to owners in order to [issue a refund](#) or [reimbursement](#) by EFT.

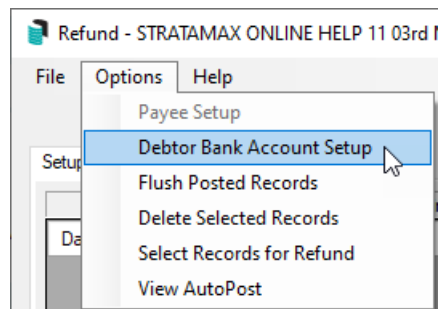
In the even that there is only one contact in the lot, then the bank account information is entered in the **Roll** in the lot owner's contact card and will be cleared if the ownership of the lot changes. Once the owner's bank account details have been entered into the their contact card in the **Roll**, proceed with the below steps to enable the EFT setting for the owner.

However, when there are two or more owners in a lot, the system will by default only observe the first owner (the one at the top), even if there are no bank details in their contact card, and the second owner DOES have bank details recorded.

In this scenario, if the refund needs to go to the second owner, their contact card must be entered in 'Debtor Bank Account Setup'.



1. Search or select **Direct Debit**.
2. Select **Options > Debtor Bank Account Setup**.



3. Check that the lot has the owner's correct BSB Number and Bank Account No. If not, they must be entered in the **Roll** in the lot owner's contact card.
 - If there are two or more owners in the lot, and the refund needs to go to the second owner, their contact card must be entered in 'Debtor Bank Account Setup' by clicking the *Edit* button. Then in the 'Debtor Maintenance' window, click the select the *Create / Select Contact* button to search for and select the contact card of the second owner, whilst also making sure there are bank details in their contact card.
4. Click the 'EFT Active Switch' button, and a 'Y' will appear in the 'EFT Active column, meaning EFT payments can now be made to this owner in the **Payment Entry** screen.
5. Repeat the above steps for each owner that requires a **refund** or **reimbursement** by EFT.

StrataPay Direct Debit

For an owner to set up a direct debit for their levy payments, they need to complete a Direct Debit Request on the

StrataPay website here: <http://www.stratapay.com/directdebit/>. This website also provides options for amending or cancelling a Direct Debit as well.

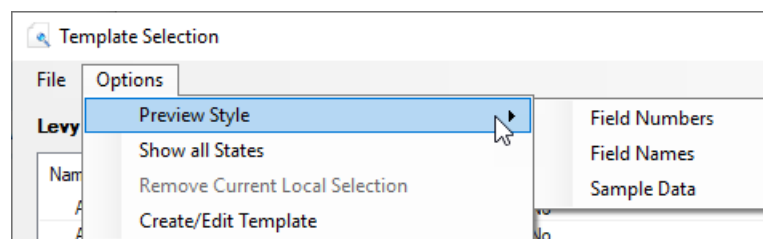
Once StrataPay have received the request, this data will automatically be synchronised daily to the Owner record in StrataMax. For Owners that have an active Direct Debit, Direct Debit payment instructions will appear on the Levy Notice, as long as a template with merge *Field 60* is selected. This file is also used to identify the lots that have had their Direct Debit Authority removed by the owner.

For information on using StrataPay and Direct Debits, including privacy, security, payment usage, and fees associated with StrataPay transactions, refunds or reversals, dishonoured payments, etc., see the [StrataPay Terms and Conditions](#).

Direct Debit Instructions Levy Template

The direct debit message will appear in Field 60 of the levy notice template; examples of template are below. To amend the Direct Debit instructions on the levy notice, have a look at [Edit Direct Debit Instructions](#) article. Follow the below steps to check your levy notice template:

1. Search or select **Levy Notice/Reports**
2. Click the more button [...] to display a list of all the levy templates. The current template will already be tagged.
3. Click Options > Preview Style
 - *Field Numbers* will display the merge fields as numbers, so the direct debit field will be **Field 60**.
 - *Field Names* will display the merge fields as names, so the direct debit field will be **Payment Direction**
 - 1.
 - *Sample Data* will insert some dummy data into the template when the *Preview* button is clicked.



4. Click the *Preview* button to view the template.

Direct Debit Status / Report

Owner Info will confirm the type of Direct Debit in place, and **Direct Debit** will confirm a Y flag if setup but no confirmation on the type of Direct Debit. This also applies to Utility Groups. This information is automatically updated from the Direct Debit file which is downloaded and processed by each client regularly.

Direct Debit Types

Client Initiated

The payers reference number and account details are held on our system; however payments are only made when initiated by the payer. Notification can be made by telephone or internet. We will need to be instructed to make a payment of a set amount, together with any service charges which may apply, on a set date.

Fixed

The payer sets a fixed payment amount, together with any service charges which may apply, to be debited from their nominated account either weekly, fortnightly, monthly, quarterly or half yearly intervals beginning on a specified date and continuing until the finish date specified or until further notice.

Auto Balance

Any amount due on the payers account as advised by the biller, together with any service charges which may apply, will be drawn from the payers nominated account or credit card up to 5 business days prior to those levies or other charges becoming due on the account.

For greater ease of reference, an extra field in **Owner Info** has been created to report whether an owner has a Direct Debit setup for levy payments, and if so what type of DDR it is (eg. Auto Balanced, Fixed etc)

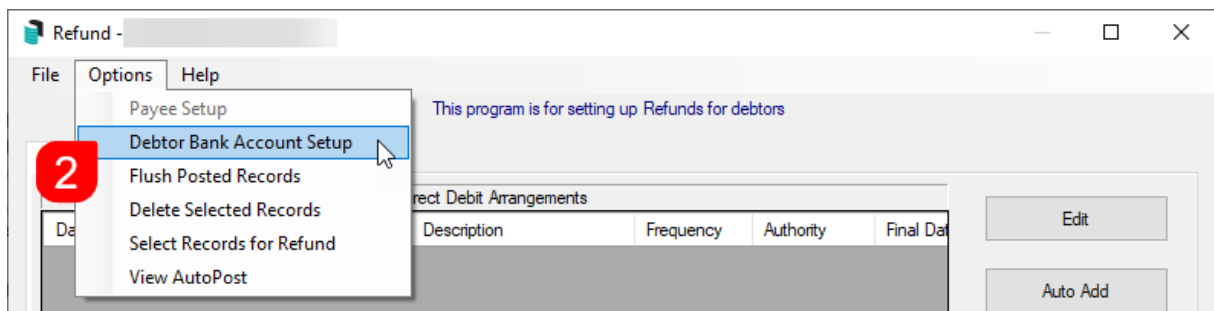
Owner Info

1. Search or select **Owner Info**.
2. Select the lot owner and click *OK*.

Note the *Account Status* field which displays information relating to their Direct Debit Details if set up. If details appear here, this means the owner has contacted StrataPay and initiated their Direct Debit facility.

Direct Debit

1. Search or select **Direct Debit**.
2. Click *Options > Debtor Bank Account Setup*.

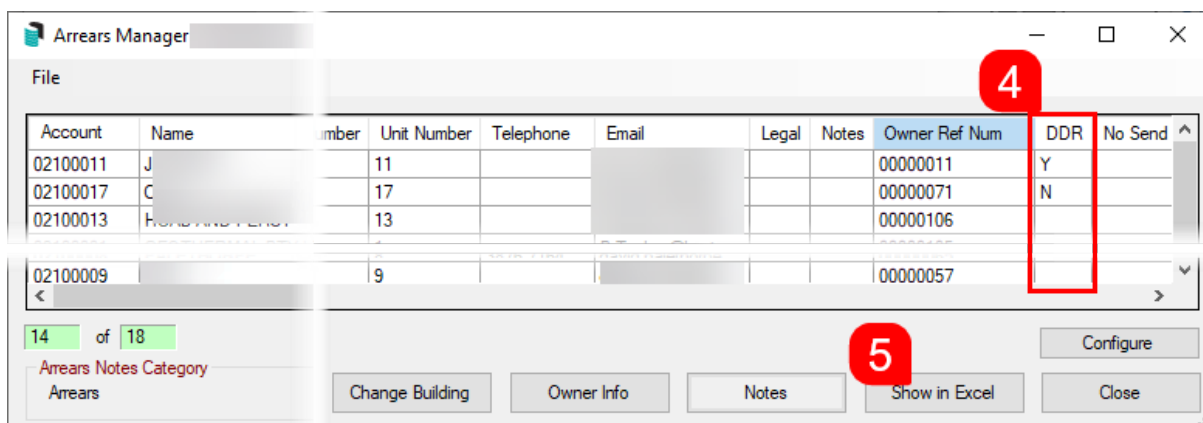


3. In the 'Payer Account Details' window, the default can be applied to look at 'Main Debtors' and 'Secondary Debtors' by selecting the *Both* radio button in the bottom right.
4. Review the DDR Active window and for any Owners that do have a Direct Debit in place will be flagged with a 'Y'.

Arrears Manager (Direct Debit Report/Extract)

1. Search or select **Arrears Notice**.
2. Select *Goto > Arrears Manager*.
3. Ensure 'Include Accounts with Nil or Credit balance' is ticked, the click *Close*.

4. The 'Arrears Manager' screen will appear with a table, which includes a 'DDR' column (you may need to scroll right to see it).
 - A blank cell means a direct debit has never been set up.
 - 'Y' means a direct debit has been set up and is active.
 - 'N' means a direct debit was set up in the past, but is no longer active.
5. Click the 'Show in Excel' button to export the table to Excel, where you can edit and print the table to your requirements.



Levy Templates with Field 60

The below templates include Field 60 however not all templates may appear in StrataMax due to state restrictions. To view templates designed for other states from the template selection window select *Other > View All States*.

Before changing the template to *Global* for all buildings, it is recommended to first test a template *Locally* in a single building, and then print preview a test levy notice to confirm that the template is appropriate.

NOTICE OF CONTRIBUTIONS

Strata Plan No. 1354135

Strata Schemes Management Act 2015

Lot 2
Unit No 2

ABN 18 565 135 135

Date of Issue 14 September 2020

Contrib Ent. 1

Interest Ent. 0

Abc Developers
Abel McGrath
Bayview Centre
PO Box 18

Due Date	01/05/19
Payable on or before due date	\$90.00
Payable after due date	\$100.00

Account	Period	Due Date	Amount	Discount	If Paid By	Net Amount
Admin Fund	01/05/19 to 31/07/19	01/05/2019	100.00	10.00	30/04/2019	90.00
Totals			100.00	10.00		\$90.00

DIRECT DEBIT AUTHORITY SET UP - DO NOT PAY. Enquiries call 07 3333 3333

LNOTE14

LetterHead

Field89

NOTICE OF MAINTENANCE CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	
Field10	
Lot Number	Field97
Entitlements	Field11
Unit Number	Field95

Field94

The Owners							
CompanyTitle							
Field91 Field92 Field93							
Account	Period	Determined	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field14	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field22	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field30	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field38	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field46	Field47	Field48	Field49	Field50	Field51
Totals	Field59			Field52	Field53		Field54
Field67							
Field55							
Please deposit your payment directly into our trust account using the detachable deposit slip below. Please make your cheque payable to: CompanyTitle							
Field60							
Teller stamp and initials	Field62 Field63 Field64 Field65					Amount Paid \$	Date Paid / /

LNOTE84

Field89

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10		
A/c No	Field9		
Lot No	Field97	Field220	Field95
Contrib Ent.	Field11		
Interest Ent.	Field99		

Field94

Body Corporate for						
Company Title						
Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Totals	Field59		Field52	Field53		Field54
Field67						
Field61						
Field60						

Teller stamp and initials		Field62
	Field63	Amount Paid
	Field64	\$
	Field65	Date Paid
		/ /

LNOTEWA

Field89

NOTICE OF LEVY CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10
A/c No	Field9-Field94
Lot No	Field97
Unit No	Field95

Owners of Field1			
Strata Plan Field3,Field91Field92,Field93			
Account	Period	Due Date	Net Amount
Field12	Field13	Field15	Field19
Field20	Field21	Field23	Field27
Field28	Field29	Field31	Field35
Field36	Field37	Field39	Field43
Field44	Field45	Field47	Field51
Totals	Field59		Field54
Field67			
Field81			
Field60			
Field55			
Please make your payment in accordance with the instructions on the attached remittance slip			
Teller stamp and initials	Field82	Field83	Amount Paid
	Field84	Field85	\$
			Date Paid
			/ /

LNOTEWAX

Field89

NOTICE OF LEVY CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10
A/c No	Field9-Field94
Lot No	Field97
Unit No	Field95

Owners of Field1			
Strata Plan Field3,Field91Field92,Field93			
Account	Period	Due Date	Net Amount
Field12	Field13	Field15	Field19
Field20	Field21	Field23	Field27
Field28	Field29	Field31	Field35
Field36	Field37	Field39	Field43
Field44	Field45	Field47	Field51
Field239	Field240	Field242	Field246
Field247	Field248	Field250	Field254
Field255	Field256	Field258	Field262
Totals	Field59		Field54
Field67			
Field61			
Field60			
Field55			

Please make your payment in accordance with the instructions on the attached remittance slip

Teller stamp and initials	Field82	Amount Paid
	Field83	\$
	Field84	Date Paid
	Field85	/ /

Field89
!LEVY NOTICE!

CompanyTitle

Field4
 Field5
 Field6
 Field7
 Field8

Field91
 Field92
 Field93

Notice Date Field10
 Lot Number Field97 Unit Number Field95
 Account Number Field9 Entitlements Field11

CURRENT							
Account	Period	Total for Year	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field211	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field212	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field213	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field214	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field215	Field47	Field48	Field49	Field50	Field51
Field59							
Field67							
Field55							
Field60							
Field61							

Amount Payable **Field359**
 Payment Due **Field15**

HISTORY						
Date	Description	Admin	Sink	Other	Total	Balance
Field101	Field102	Field103	Field104	Field105	Field106	Field107
Field109	Field110	Field111	Field112	Field113	Field114	Field115
Field117	Field118	Field119	Field120	Field121	Field122	Field123
Field125	Field126	Field127	Field128	Field129	Field130	Field131
Field133	Field134	Field135	Field136	Field137	Field138	Field139
Field141	Field142	Field143	Field144	Field145	Field146	Field147
Field149	Field150	Field151	Field152	Field153	Field154	Field155
Field157	Field158	Field159	Field160	Field161	Field162	Field163
Field165	Field166	Field167	Field168	Field169	Field170	Field171
Field173	Field174	Field175	Field176	Field177	Field178	Field179
Field181	Field182	Field183	Field184	Field185	Field186	Field187
Field189	Field190	Field191	Field192	Field193	Field194	Field195

NOTES

Field62
 Field63
 Field64
 Field65

Field89
!LEVY NOTICE!

CompanyTitle

Field4
 Field5
 Field6
 Field7
 Field8

Field91
 Field92
 Field93

Notice Date Field10
 Lot Number Field97 Unit Number Field95
 Account Number Field9 Entitlements Field11

CURRENT							
Account	Period	Total for Year	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field211	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field212	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field213	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field214	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field215	Field47	Field48	Field49	Field50	Field51
Field59							
Field67							
Field55							
Field60							
Field61							

Amount Payable **Field359**
 Payment Due **Field15**

HISTORY						
Date	Description	Admin	Cap. Works	Other	Total	Balance
Field101	Field102	Field103	Field104	Field105	Field106	Field107
Field109	Field110	Field111	Field112	Field113	Field114	Field115
Field117	Field118	Field119	Field120	Field121	Field122	Field123
Field125	Field126	Field127	Field128	Field129	Field130	Field131
Field133	Field134	Field135	Field136	Field137	Field138	Field139
Field141	Field142	Field143	Field144	Field145	Field146	Field147
Field149	Field150	Field151	Field152	Field153	Field154	Field155
Field157	Field158	Field159	Field160	Field161	Field162	Field163
Field165	Field166	Field167	Field168	Field169	Field170	Field171
Field173	Field174	Field175	Field176	Field177	Field178	Field179
Field181	Field182	Field183	Field184	Field185	Field186	Field187
Field189	Field190	Field191	Field192	Field193	Field194	Field195

NOTES

Field62
 Field63
 Field64
 Field65

Body Corporate for

CompanyTitle

Field89

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10		
A/c No	Field9		
Lot No	Field97	Unit No	Field95
Contrib Ent.	Field11		
Interest Ent.	Field99		

Field94

Account	Period	Due Date	Amount	Discount	If received by*	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Totals	Field59		Field52	Field53		Field54

Field67

Field61

Please make your payment in accordance with the attached slip

Field60

Teller stamp and initials	Field62	Amount Paid
	Field63	\$
	Field64	Date Paid
	Field65	/ /

* ~ received by" means received by the body corporate bank or by the body corporate manager. Payments made to an agent are not received by the body corporate until transferred to the body corporate bank account or to the body corporate manager

LNOTE101

Field89

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Field94

Date of Notice	Field10		
A/c No	Field9		
Lot No	Field97	Field220	Field95
Entitlements	Field11		

Company Title						
Field91Field92Field93						
Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Totals	Field59		Field52	Field53		Field54
Field67						
Field61						
Field60						
Field62						
Field63						
Field64						
Field65						

LNOTE105

Field89

NOTICE OF MAINTENANCE CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10
A/c No	Field9
Lot No	Field97
Unit No	Field95
Entitlements	Field11

Field94

Field78

The Owners						
Company Title						
Field91Field92Field93						
Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Totals	Field59		Field52	Field53		Field54
Field67						
Field81						
Field55						
Please make your payment in accordance with the instructions on the attached remittance slip.						
Field60						
Teller stamp and initials		Field62			Amount Paid	
		Field63			\$	
		Field64			Date Paid	
		Field65			/ /	

LNOTE107

Field89

NOTICE OF MAINTENANCE CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8
Field94

Date of Notice	
Field10	
Lot Number	Field97
Entitlements	Field11
Unit Number	Field95

The Owners							
Company Title							
Field91Field92Field93							
Account	Period	Determined	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field14	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field22	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field30	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field38	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field46	Field47	Field48	Field49	Field50	Field51
Totals				Field52	Field53	Field54	
Field67							
Field55							
Field60							

	Field62	Amount Paid
	Field63	\$
	Field64	Date Paid
	Field65	/ /

LNOTE109

Body Corporate for
CompanyTitle

Field89

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10		
A/c No	Field9		
Lot No	Field97	Unit No	Field95
Contrib Ent.	Field11		
Interest Ent.	Field99		

Field94

Account	Period	Due Date	Amount	Discount	If received by*	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Totals	Field59		Field52	Field53		Field54
Field67						
Field61						
Please make your payment in accordance with the attached slip						
Field60						

Teller stamp and initials	Field62 Field63 Field64 Field65	Amount Paid \$ Date Paid / /
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* ~ received by" means received by the body corporate bank or by the body corporate manager. Payments made to an agent are not received by the body corporate until transferred to the body corporate bank account or to the body corporate manager

Field89

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10		
A/c No	Field9		
Lot No	Field97	Field220	Field95
Contrib Ent.	Field11		
Interest Ent.	Field99		

Field94

Body Corporate for						
Company Title						
Field91Field92Field93						
Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Totals	Field59		Field52	Field53		Field54
Field67						
Field61						
Field60						

Teller stamp and initials		Amount Paid
		\$
		Date Paid
		/ /

LNOTE114

CompanyTitle

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10
A/c No	Field9
Share No	Field97
Unit No	Field95

Field94

Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Field239	Field240	Field242	Field243	Field244	Field245	Field246
Field247	Field248	Field250	Field251	Field252	Field253	Field254
Field256	Field256	Field258	Field259	Field260	Field261	Field262
Field263	Field264	Field266	Field267	Field268	Field269	Field270
Field271	Field272	Field274	Field275	Field276	Field277	Field278
Field279	Field280	Field282	Field283	Field284	Field285	Field286
Field287	Field288	Field290	Field291	Field292	Field293	Field294
Totals	Field59		Field52	Field53		Field54
Field67						
Field55						
Field60						

Teller stamp and initials	Field62	Amount Paid
	Field63	\$
	Field64	Date Paid
	Field65	/ /

Field61

Body Corporate for
CompanyTitle

Field89
NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10		
A/c No	Field9		
Lot No	Field97	Unit No	Field95
Contrib Ent.	Field11		
Interest Ent.	Field99		

Field94

Account	Period	Due Date	Amount	Discount	If received by*	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Totals	Field59		Field52	Field53		Field54
Field67						
Field61						
Field60						

Teller stamp and initials	Field62 Field63 Field64 Field65	Amount Paid \$ Date Paid / /
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* "received by" means received by the body corporates bank account. Payments made to an agent are not received by the body corporate until transferred to the body corporates bank account.

LNOTE129 - Victoria specific template.

Field89

!FEES NOTICE!

CompanyTitle
CompanyAddress1

Notice Date Field10
Lot Number Field97 Unit Number Field95
Account Number Field9
Lot Liability Field11
Lot Entitlements Field99

Field4
Field5
Field6
Field7
Field8

!Amount Payable! Field359
!Payment Due! Field15
Field60

!CURRENT FEES!

Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51

Field59
Field67
Field55

ACCOUNT HISTORY

Date	Description	Admin	Sink	Other	Total
Field101	Field102	Field103	Field104	Field105	Field106
Field109	Field110	Field111	Field112	Field113	Field114
Field117	Field118	Field119	Field120	Field121	Field122
Field125	Field126	Field127	Field128	Field129	Field130
Field133	Field134	Field135	Field136	Field137	Field138
Field141	Field142	Field143	Field144	Field145	Field146
Field149	Field150	Field151	Field152	Field153	Field154
Field157	Field158	Field159	Field160	Field161	Field162
Field165	Field166	Field167	Field168	Field169	Field170
Field173	Field174	Field175	Field176	Field177	Field178
Field181	Field182	Field183	Field184	Field185	Field186
Field189	Field190	Field191	Field192	Field193	Field194

!Payment Obligation!

!You must pay the amount due noted above by the due date!
!or the Owners Corporation may apply to the Victorian Civil
!and Administrative Tribunal (VCAT) for a legal order
!requiring you to pay.!

!Dispute Resolution!

!If you have enquiries or problems with the fees in this Notice!
!you should contact the Owners Corporation on the telephone!
!number above. If you are not satisfied with the outcome you!
!can contact Consumer Affairs Victoria on 1300 55 81 81 or!
!www.consumer.vic.gov.au who may be able to help conciliate!
!the matter or you can apply directly to the Victorian Civil!
!and Administrative Tribunal (VCAT) to hear your case. More!
!Information on VACT application is available at!
!www.vcat.vic.gov.au!

!NOTES!

Field62
Field63
Field64
Field65

LNOTE130 - Victoria specific template.

!The Owners Corporation!

Field1CompanyTitle

CompanyAddress1

!Owners Corporations Act 2006 Section 31 Owners Corporations Regulations 2018 and Owners Corporation Rules!

!OWNERS CORPORATION FEE NOTICE!

!Date of Notice! Field10
 !Lot Number! Field97
 !Unit Number! Field95
 !Account Number! Field9
 !Lot Liability! Field11
 !Lot Entitlements! Field99

Field4
 Field5
 Field6
 Field7
 Field8

!Amount Payable! Field359

!Payment Due! Field15
Field60

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, GST IS SHOWN BELOW)!

Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51

Field61

!The rate of interest has been calculated in accordance with the current rate!
!under the Penalty Interest Rates Act 1983(Vic). The rate is subject to change.!

Field55

!Important information on fees and charges!

!Payment must be made within 28 days after the date of this notice or by the Due Date whichever is the later.!

!Enquiries! If you have enquiries on the fees listed in this Notice you can contact the Owners Corporation on the telephone number or at the address listed on the top of this form.!

!Disputes! !The Owners Corporations Act 2006 (the Act), Owners Corporations Regulations (the Regulations) and the Owners Corporation Rules (the Rules) provide a number of

options in dealing with disputes regarding Owners Corporations, Managers, Lot Owners and Occupiers. These are:

- The Owners Corporation Internal Dispute Resolution Process!

- Conciliation through Consumer Affairs Victoria!

- Applications to the Victorian Civil and Administrative Tribunal (VCAT)!

!Internal Dispute Resolution process! !If you believe the Manager, a Lot Owner or Occupier has breached their obligations under the Rules, Act, or Regulations, you can try to resolve the problem through the Owners Corporation Internal Dispute Resolution process. The internal dispute resolution process is set out in the Rules. Unless the Rules state differently, the following summary applies:

- You can lodge a complaint by completing an !Owners Corporation Complaint! form (available from the Owners Corporation).!

- A meeting will be held to discuss the matter with all persons involved in the dispute and representatives of the Owners Corporation. The meeting must be held within 14 days! of all persons being notified of the dispute.!

- Persons involved in the dispute will be notified of decisions by the Owners Corporation.!

- If you are not satisfied with the outcome you can contact Consumer Affairs Victoria or VCAT (see below).!

!Conciliation through Consumer Affairs Victoria! !You can contact Consumers Affairs Victoria regarding disputes. There may be times when Consumer Affairs Victoria will!

advise you to use the internal dispute resolution process if you have not already done so. For more information on complaints or general enquiries call 1300 55 81 81 or go to!

!www.consumer.vic.gov.au!

!Applications to the Victorian Civil and Administrative Tribunal (VCAT)! !For all disputes that affect the Owners Corporation you can apply directly to the Victorian Civil and!

Administrative Tribunal (VCAT) to hear your case and make an order. For more information on VCAT applications call 1800 133 055 or go to www.vcat.vic.gov.au!

!NOTES!

Field62

LNOTE134 - Victoria specific template.

!The Owners Corporation!
CompanyTitle
 CompanyAddress1

!Owners Corporations Act 2006 Section 31 Owners Corporations Regulations 2018 and Owners Corporation Rules!

!OWNERS CORPORATION FEE NOTICE!

!Date of Notice! Field10
 !Lot Number! Field97
 !Unit Number! Field95
 !Account Number! Field9
 !Lot Liability! Field11
 !Lot Entitlements! Field99

Field4
 Field5
 Field6
 Field7
 Field8

!Amount Payable! Field359
!Payment Due! Field15
Field60

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, GST IS SHOWN BELOW)!

Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Field239	Field240	Field242	Field243	Field244	Field245	Field246
Field247	Field248	Field250	Field251	Field252	Field253	Field254
Field255	Field256	Field258	Field259	Field260	Field261	Field262
Field263	Field264	Field266	Field267	Field268	Field269	Field270
Field271	Field272	Field274	Field275	Field276	Field277	Field278
Field279	Field280	Field282	Field283	Field284	Field285	Field286

Field59
 Field67
Field55
Field61

**!The rate of interest has been calculated in accordance with the current rate under the Penalty Interest Rates Act 1983(Vic). The rate!
 !is subject to change.!**

!Payment must be made within 28 days after the date of this notice or by the Due Date whichever is the later.!

!See over for Important information on fees and charges!

!NOTES!

Field62
 Field63
 Field64
 Field65

CompanyTitle

CompanyAddress1

!Owners Corporations Act 2006 Section 31 Owners Corporations Regulations 2018 and Owners Corporation Rules!

!OWNERS CORPORATION FEE NOTICE!

!Date of Notice! Field10
!Lot Number! Field97
!Unit Number! Field95
!Account Number! Field9
!Lot Liability! Field11
!Lot Entitlements! Field99

Field4
Field5
Field6
Field7
Field8

!Amount Payable! Field359

!Payment Due! Field15
Field60

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, GST IS SHOWN BELOW)!

Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51

Field59
Field57

Field61

!The rate of interest has been calculated in accordance with the current rate!
!under the Penalty Interest Rates Act 1983(Vic). The rate is subject to change.!

Field55

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!Enquiries! If you have enquiries on the fees listed in this Notice you can contact the Owners Corporation on the telephone number or at the address listed on the top of this form.!

!Disputes! !The Owners Corporations Act 2006 (the Act), Owners Corporations Regulations (the Regulations) and the Owners Corporation Rules (the Rules) provide a number of options in dealing with disputes regarding Owners Corporations, Managers, Lot Owners and Occupiers. These are:

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- Persons involved in the dispute will be notified of decisions by the Owners Corporation.!

- If you are not satisfied with the outcome you can contact Consumer Affairs Victoria or VCAT (see below).!

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!Administrative Tribunal (VCAT) to hear your case and make an order. For more information on VCAT applications call 1800 133 055 or go to www.vcat.vic.gov.au!

!NOTES!

Field62

LNOTE143 - Victoria specific template.

!The Owners Corporation!
CompanyTitle
 CompanyAddress1

!Owners Corporations Act 2006 Section 31 Owners Corporations Regulations 2018 and Owners Corporation Rules!

!OWNERS CORPORATION FEE NOTICE!

!Date of Notice! Field10
 !Lot Number! Field97
 !Unit Number! Field95
 !Account Number! Field9

Field4
 Field5
 Field6
 Field7
 Field8

!Amount Payable! Field359
!Payment Due! Field15
Field60

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, GST IS SHOWN BELOW)!

Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Field239	Field240	Field242	Field243	Field244	Field245	Field246
Field247	Field248	Field250	Field251	Field252	Field253	Field254
Field255	Field256	Field258	Field259	Field260	Field261	Field262
Field263	Field264	Field266	Field267	Field268	Field269	Field270
Field271	Field272	Field274	Field275	Field276	Field277	Field278
Field279	Field280	Field282	Field283	Field284	Field285	Field286

Field59
 Field67
 Field55
 Field61

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 !is subject to change.!

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!See over for Important information on fees and charges!

!NOTES!

Field62
 Field63
 Field64
 Field65

CompanyTitle

CompanyAddress1

!Owners Corporations Act 2006 Section 31 Owners Corporations Regulations 2018 and Owners Corporation Rules!

!OWNERS CORPORATION FEE NOTICE!

!Date of Notice! Field10
!Lot Number! Field97
!Unit Number! Field95
!Account Number! Field9
!Lot Liability! Field11
!Lot Entitlements! Field99

Field4
Field5
Field6
Field7
Field8

!Amount Payable! Field359

!Payment Due! Field15
Field60

!THE FOLLOWING FEES/CHARGES ARE DUE. (IF APPLICABLE, GST IS SHOWN BELOW)!

Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51

Field59
Field67

Field61

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Field55

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Administrative Tribunal (VCAT) to hear your case and make an order. For more information on VCAT applications call 1800 133 055 or go to www.vcat.vic.gov.au!

!NOTES!

Field62

Field89
Field356

Field4
Field5
Field6
Field7
Field8

Notice Date Field10
Lot Number Field97 Unit Number Field95
Account Number Field9
Entitlements Field11 / Field99

Field358
CompanyTitle
Field91Field92Field93

<u>Account</u>	<u>Period</u>	<u>Due Date</u>	<u>Amount</u>	<u>Discount</u>	<u>If paid by</u>	<u>Net Amount</u>
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Field239	Field240	Field242	Field243	Field244	Field245	Field246
Field247	Field248	Field250	Field251	Field252	Field253	Field254
Field255	Field256	Field258	Field259	Field260	Field261	Field262
Field263	Field264	Field266	Field267	Field268	Field269	Field270
Field271	Field272	Field274	Field275	Field276	Field277	Field278
Field279	Field280	Field282	Field283	Field284	Field285	Field286

Field59
Field67
Field60
Field61

Amount Payable	Field359
Payment Due	Field15

Field62
Field63
Field64
Field65

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10
A/c No	Field9
Share No	Field97
Unit No	Field95

Field94

Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Field239	Field240	Field242	Field243	Field244	Field245	Field246
Field247	Field248	Field250	Field251	Field252	Field253	Field254
Field256	Field256	Field258	Field259	Field260	Field261	Field262
Field263	Field264	Field266	Field267	Field268	Field269	Field270
Field271	Field272	Field274	Field275	Field276	Field277	Field278
Field279	Field280	Field282	Field283	Field284	Field285	Field286
Field287	Field288	Field290	Field291	Field292	Field293	Field294
Totals	Field59		Field52	Field53		Field54
Field67						
Field55						
Field60						

Teller stamp and initials		Field62	Amount Paid
		Field63	\$
		Field64	Date Paid
		Field65	/ /

Field61

CompanyTitle

NOTICE OF CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10		
A/c No	Field9		
Lot No	Field97	Field220	Field95
Contrib Ent.	Field11		
Interest Ent.	Field99		

Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field47	Field48	Field49	Field50	Field51
Field239	Field240	Field242	Field243	Field244	Field245	Field246
Field247	Field248	Field250	Field251	Field252	Field253	Field254
Field255	Field256	Field258	Field259	Field260	Field261	Field262
Field263	Field264	Field266	Field267	Field268	Field269	Field270
Field271	Field272	Field274	Field275	Field276	Field277	Field278
Field279	Field280	Field282	Field283	Field284	Field285	Field286
Field287	Field288	Field290	Field291	Field292	Field293	Field294
Totals	Field59		Field52	Field53		Field54
Field67						
Field55						
Field60						

Teller stamp and initials	Field62	Amount Paid
	Field63	\$
	Field64	Date Paid
	Field65	/ /

Field61

Field89

NOTICE OF LEVY CONTRIBUTIONS

Field4
Field5
Field6
Field7
Field8

Date of Notice	Field10
Entitlements	Field11
Lot No	Field97
Unit No	Field95

Owners of Field1			
Strata Plan Field3,Field91Field92,Field93			
Account	Period	Due Date	Net Amount
Field12	Field13	Field15	Field19
Field20	Field21	Field23	Field27
Field28	Field29	Field31	Field35
Field36	Field37	Field39	Field43
Field44	Field45	Field47	Field51
Totals	Field59		Field54
Field67			
Field81			
Field60			
Field55			
Please make your payment in accordance with the instructions on the attached remittance slip			
Teller stamp and initials	Field82	Amount Paid	
	Field83	\$	
	Field84	Date Paid	
Field85	/ /		

LNOTE208 - Victoria specific template.

OWNERS CORPORATION FEE NOTICE

Owners Corporations Act 2006 Section 31, Owners Corporations Regulations 2018 and Owners Corporation Rules

Field4
Field5
Field6
Field7
Field8

Date of Notice	
Field10	
Lot Number	Field97
Unit Number	Field95

THE FOLLOWING FEES/CHARGES ARE DUE

Field94

Company Title			
Field385 Field386 Field387			
Account	Period	Due Date	Amount
Field12	Field13	Field15	Field19
Field20	Field21	Field23	Field27
Field28	Field29	Field31	Field35
Field36	Field37	Field39	Field43
Field44	Field45	Field47	Field51
Field239	Field240	Field242	Field246
Field247	Field248	Field250	Field254
Field255	Field256	Field258	Field262
Totals	Field59		Field54
Field67			
Field61			
The rate of interest has been calculated in accordance with the current rate under the Penalty Interest Rates Act 1983(Vic). The rate is subject to change. Payments must be made within 28 days after the date of this notice or by the Due Date, whichever is the later. See over for Important information on fees and charges and account summary.			
Field62			
Field63			
Field64			
Field65			
Field60			

LNOTE208-DISC - Victoria specific template.

OWNERS CORPORATION FEE NOTICE

Owners Corporations Act 2008 Section 31, Owners Corporations Regulations 2018 and Owners Corporation Rules

LetterHead

Field4
Field5
Field6
Field7
Field8

Date of Notice	
Field10	
Lot Number	Field97
Unit Number	Field95

THE FOLLOWING FEES/CHARGES ARE DUE

Field94

Company Title							
Field385 Field386 Field387							
Account	Period	Due Date	Amount	Discount	If paid before	Net Amount	
Field12	Field13	Field15	Field16	Field17	Field18	Field19	
Field20	Field21	Field23	Field24	Field25	Field26	Field27	
Field28	Field29	Field31	Field32	Field33	Field34	Field35	
Field36	Field37	Field39	Field40	Field41	Field42	Field43	
Field44	Field45	Field47	Field48	Field49	Field50	Field51	
Field239	Field240	Field242	Field243	Field244	Field245	Field246	
Field247	Field248	Field250	Field251	Field252	Field253	Field254	
Field255	Field256	Field258	Field259	Field260	Field261	Field262	
Totals	Field59						Field54
Field55 Field67							
Field61							
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Field62							
Field63							
Field64							
Field65							
Field60							

LNOTE210

Field89

NOTICE OF MAINTENANCE CONTRIBUTIONS

Field4
 Field5
 Field6
 Field7
 Field8
 Field94

Date of Notice	
Field10	
Lot Number	Field97
Entitlements	Field11
Unit Number	Field95

The Owners							
CompanyTitle							
Field385Field386Field387							
Account	Period	Determined	Due Date	Amount	Discount	If paid by	Net Amount
Field12	Field13	Field14	Field15	Field16	Field17	Field18	Field19
Field20	Field21	Field22	Field23	Field24	Field25	Field26	Field27
Field28	Field29	Field30	Field31	Field32	Field33	Field34	Field35
Field36	Field37	Field38	Field39	Field40	Field41	Field42	Field43
Field44	Field45	Field46	Field47	Field48	Field49	Field50	Field51
Totals	Field59			Field52	Field53		Field54
Field67							
Field55							
Please deposit your payment directly into our trust account using the detachable deposit slip below. Please make your cheque payable to: CompanyTitle							
Field60							
Teller stamp and initials	Field62 Field63 Field64 Field65					Amount Paid \$	Date Paid / /