

# REGISTER FOR ELECTRONIC DEBTOR INVOICES



Debtors of Dubbo Regional Council can now register an email address and 'Opt In' to receive their invoices and/or statements electronically. To register please read the Terms and Conditions prior to entering your details below.

## TERMS AND CONDITIONS

• You MUST be an authorised representative of the legal entity to

request the delivery of invoices and/or statements by electronic email.

- Multiple debtors will need to register each debtor account separately for this service and will receive separate emailed documents.
- Only one email address can be nominated for each debtor
- Your email address will be assessed for suitability on an individual basis and must meet certain criteria. E.g. the nominated email must be a generic email i.e. info@yourbusiness.com, accounts@yourbusiness.com.au
- If you no longer wish to receive these documents by email, you will need to advise Council in writing.
- If you would like to update or change your email address, you will need to advise Council in writing. This change will require 14 days prior notice.

### **REGISTER HERE**

**Debtor Name\*** 

**Debtor Number\*** 

#### Nominated Email Address\*

I acknowledge that I have read, understood, and agree to the Terms and Conditions\* □ I conIrm that I am the authorised representative of the legal entity for this debtor account\*



refresh Get Audio Code

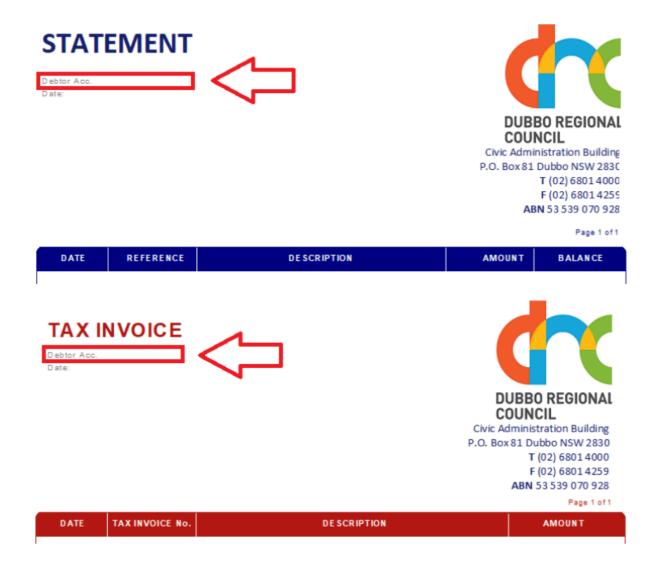
#### Type the code from the image

Mandatory leld(s) marked with \*

Submit

## WHAT IS MY DEBTOR NUMBER?

If you are unsure of your debtor number check your latest statement or tax invoice



Last Edited: 11 Apr 2022