

# 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 confirm 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 field(s) marked with \*

Submit

## WHAT IS MY DEBTOR NUMBER?

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

## STATEMENT

Debtor Acc.  
Date:



### DUBBO REGIONAL COUNCIL

Civic Administration Building  
P.O. Box 81 Dubbo NSW 2830  
T (02) 6801 4000  
F (02) 6801 4255  
ABN 53 539 070 928

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DATE	REFERENCE	DESCRIPTION	AMOUNT	BALANCE
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## TAX INVOICE

Debtor Acc.  
Date:



### DUBBO REGIONAL COUNCIL

Civic Administration Building  
P.O. Box 81 Dubbo NSW 2830  
T (02) 6801 4000  
F (02) 6801 4259  
ABN 53 539 070 928

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DATE	TAX INVOICE No.	DESCRIPTION	AMOUNT
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Last Edited: 11 Apr 2022