

PLEASE COMPLETE DETAILS AND RETURN TO THE PARISH OFFICE

## DIRECT DEBIT PLANNED GIVING

New  Alteration  Cancellation

Planned Giving Contribution by Direct Debit for

**St Paul's Parish, CAMDEN**

## GIVER DETAILS

Full name(s):

Address:

Telephone:

Email:

Payment Amount for the Parish \$

Payment is to be made on the  day each month  
10<sup>th</sup> day each month for Savings accounts; 21<sup>st</sup> day each month for MasterCard and Visa Cards

First Payment Month:

Suspend Payment from:

Recommence Payment:

I/we agree that Catholic Development Fund ID Number 066438 may debit and/or charge any amount as instructed by you through the Bulk Electronic Clearing System (BECS), from the account nominated on this form. Each debit or charge must be effected according to the Service Agreement.

Signature:

Signature:

Date: / /

Date: / /

## BANK ACCOUNT TO BE DEBITED

Full Account Name:

BSB:  6 numbers

Account Number:  maximum of 9 numbers

## VISA CARD OR MASTERCARD TO BE DEBITED

Name on Card:

Card Number:

CSV Number:  3 digits

Card Expiry Date:  mm/yy

**Before signing please read the Service Agreement below. Your signature overleaf will indicate you accept the terms of the Service Agreement and confirm that the details on this form have been checked and are correct.** If a joint account, please have all account holders sign. If the account is held by a company, please have one director and the company secretary each sign. If you are signing for and on behalf of an entity, please state the capacity in which you sign, in the signature box overleaf.

## **Service Agreement**

### **Definitions**

*Account* means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

*Agreement* means this Direct Debit Request Service Agreement between you and us, including the direct debit request.

*Business day* means a day other than a Saturday or a Sunday or a listed public holiday.

*Debit day* means the day that payment is due.

*Debit payment* means a particular transaction where a debit is made, according to your direct debit request.

*Direct debit request* means the Direct Debit Request between us and you.

*Us and we and our* means the Catholic Development Fund.

*You* means the customer(s) who signed the direct debit request.

*Your financial institution* is the financial institution where you hold the account that you have authorised us to arrange to debit.

#### **1. Debiting your account-**

By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account according to the agreement we have with you. We will only arrange for funds to be debited from your account:

- As authorised in the direct debit request; if the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following or previous business day. If you are unsure about which day your account has or will be debited, please check with your financial institution.

#### **2. Changes by you-**

If you wish to stop or defer a debit payment you must write to us at least 5 business days before the next debit day.

This notice should be given to us in the first instance.

#### **3. Your obligations-**

It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made. If there are insufficient clear funds available in your account to meet a debit payment:

- you or your account may be charged a fee and/or interest by your financial institution;
- you or your account may be charged a fee to reimburse us for charges we have incurred for the failed transaction;
- you must arrange for the payment to be made by another method

Please check your account statement to verify that the amounts debited from your account are correct.

#### **4. Dispute-**

If you believe that there has been an error in debiting your account you should call us on 1800 047 703 and confirm the details in writing with us as soon as possible so that we can resolve your query quickly.

#### **5. Accounts-**

You should check;

- with your financial institution whether direct debiting is available from your accounts offered by financial institutions.
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- with your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request. Warning: if the account number you have quoted is incorrect, you may be charged a fee to reimburse our costs in correcting any deductions from:
  - an account you do not have authority to operate; or
  - an account you do not own.

#### **6. Confidentiality-**

We will keep any information (including your account details) in your direct debit request confidential.

We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you, do not make any unauthorised use, modification, reproduction or disclosure of that information.

However, we may use your contact details to provide information about the fund. Should you wish this not to be the case, please advise the fund in writing.