



ST. THOMAS SYRO MALABAR PARISH SOUTH EAST MELBOURNE

ABN: 69 107 164 792

DIRECT DEBIT REQUEST

I / We request and authorise, St. Thomas Syro-Malabar Parish South East Melbourne (ABN 69 107 164 792, User ID 1141094 with CDF), until further notice in writing, to arrange through its own financial institution to debit funds from my / our nominated account at the financial institution given below and according to the details specified.

Parish Contribution Number (if known) Ward Name: _____

Name(s): _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Email Id: _____

This debit will be made through the Bulk Exchange Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement of St. Thomas Syro Malabar Parish.

PAYMENT AMOUNT & FREQUENCY

Please write your pledge amount below, choose a payment frequency and then ONLY ONE payment method.

Amount: \$.

Monthly Quarterly Half Yearly Yearly One-time

Preferred date to commence: / /

DIRECT DEBIT TO BANK ACCOUNT

Name of Bank: _____ Branch: _____

Name(s) of account holder(s): _____

BSB Number: - Account No:

Account Holder signature(s): _____ Date: / /

(To be signed by both parties for joint accounts. If signing for a company, please sign and print full name & capacity for signer – e.g. Director)

CREDIT CARD AUTHORITY

Card Type Mastercard Visa

Name of card holder (as shown on card): _____

Credit card number:

Expiry Date: /

Card Holder signature(s): _____ Date: / /

AUTHORITY TO PUBLISH PLEDGE DETAILS

I / We authorise St. Thomas Syro Malabar Parish South East Melbourne to publish our pledge details in the parish news letter.

Signature(s): _____ Date: / /

DIRECT DEBIT REQUEST SERVICE AGREEMENT

OUR COMMITMENT TO YOU:

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between St Thomas Syro-Malabar Parish South East Melbourne (ABN 69 107 164 792; User ID 1141094 with Catholic Development Fund) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account.

The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

DRAWING ARRANGEMENTS:

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- 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 banking day, we may direct your financial institution to debit your account on the following banking day.
- We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice to the address you have given us in the Direct Debit Request.
- 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.
- We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).

YOUR RIGHTS:

Changes to the arrangement:

You may change, stop or defer a debit payment or terminate this agreement by providing us with at least fourteen (14) days notification by

- telephoning us on 0474 795 757 during business hours;
- writing to: 525-531 Frankston-Dandenong Road, Dandenong South, VIC 3175 or
- arranging it through your own financial institution.

ENQUIRIES:

You may enquire about your Direct Debit arrangement by writing to

Finance Convener, St Thomas Syro-Malabar Parish South East Melbourne, by e-mail: fc@santhomparishmelb.org.au

DISPUTES:

You should check your account statement to verify that the amounts debited from your account are correct. If you believe that there has been an error in debiting your account, you should notify us directly at fc@santhomparishmelb.org.au and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively, you can take it up with your financial institution direct.

If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

If we conclude as a result of our investigations that your account has not been incorrectly debited, we will respond to your query by providing you with reasons and any evidence for this finding in writing.

YOUR COMMITMENT TO US:

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.

If there are insufficient clear funds in your account to meet a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees or charges imposed or incurred by us; and you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment