Direct Debit Request

Request and Authority to debit the account named below to pay Uniting (Victoria and Tasmania) Limited ABN 81 098 317 125

Direct Debit Request and Authorisation

Last name or company name

First name or ABN

Request and authorise Uniting (Victoria and Tasmania) Limited User ID 517849 to arrange, through its own financial institution, a debit to your nominated account any amount Uniting (Victoria and Tasmania) Limited, has deemed payable by you.

This debit or charge will be made through the Bulk Electronic 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.

Nominated Account Details

Name of financial institution

Address of financial institution

Name of account to be debited

BSB

Account number

Preferred Payment Date

○ 15th of the month ○ 28th of the month

Select one date only

Max Payment Amount

This is the maximum amount to deduct where a balance occurs

Acknowledgement

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Uniting (Victoria and Tasmania) Limited as set out in this Request and in your Direct Debit Request Service Agreement.

Signature

Signature

Name of signatory

Name of signatory

Date

Date

Return this completed form to:

Uniting (Victoria and Tasmania) Ltd
PO Box 640, Ballarat Vic 3353

Or email a scanned copy to: accountsreceivable@vt.uning.org

Uniting

Direct Debit Service Agreement

The following is your Direct Debit Service Agreement with **Uniting (Victoria and Tasmania) Limited ABN 81 098 317 125.** 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.

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*.
- ***banking day*** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- ***debit day*** means the day that payment by *you* to *us* is due.
- ***debit payment*** means a particular transaction where a debit is made.
- ***direct debit request*** means the Direct Debit Request between *us* and *you*.
- ***us*** or ***we*** means **Uniting (Victoria and Tasmania) Limited,** (the Debit Provider) *you* have authorised by signing a *direct debit request.*
- ***you*** means the customer who signed the *Direct Debit Request.*
- ***your financial institution*** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

By signing a *Direct Debit Request*, you have authorised *us* to arrange for funds to be debited from *your account*. You should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *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 *banking day,* we may direct your *financial institution* to debit *your account* on the following *banking day*.

If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution.*

2. Amendments by us

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.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this *agreement* by providing us with at least fourteen (14) days' notification by writing to: Uniting (Vic. Tas), PO Box 640, Ballarat VIC 3353 *or* by telephoning us on 03 9051 5100 during business hours *or* arranging it through your own financial institution.

4. Your obligations

Is *your* responsibility to ensure 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:*

a. *you* may be charged a fee and/or interest by *your financial institution;*
b. you may also incur fees or charges imposed or incurred by *us;* and
c. *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.*

You should check *your account* statement to verify that the amounts debited from *your account* are correct.

5. Dispute

If you believe that there has been an error in debiting *your account, you* should notify us directly on 03 9051 5100 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.

6. Accounts

You should check:

a. with your *financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
b. *your* account details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
c. with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request.*

7. 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.

We will only disclose information that *we* have about *you*:

a. to the extent specifically required by law; or
b. for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should *write* **Uniting (Vic. Tas), PO Box 640, Ballarat VIC 3353.**

We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request.*

Any notice will be deemed to have been received on the third *banking* day after posting.

Uniting