

MORLEY PARISH



Direct Debit Request

NEW/AMENDMENT

(delete one)



Request and Authority to debit the account named below to pay

The Roman Catholic Archbishop of Perth
CATHOLIC DEVELOPMENT FUND (CDF)

Request and Authority to debit

Surname (or company name) _____

Given names (or ACN/ARBN) _____ ("you")

Request and authorise CDF – User ID No.72796 to arrange for any amount CDF may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement.

Insert the name and address of financial Institution at which account is held

Financial institution name _____

Address _____

Frequency of Debits

Maximum amount (\$) _____. The first debit may be made on ____/____/____ and at weekly / fortnightly / monthly / quarterly / half yearly / intervals thereafter, with the Final Payment Date (optional) ____/____/____

Acknowledgement

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and CDF as set out in this Request and in your Direct Debit Request Service Agreement.

Insert your signature and address

Signature _____
(If signing for a company, sign and print full name and capacity for signing eg. director)

Address _____

Date ____/____/____

Insert details of Account to be debited
e.g. Ken & Jan Smith
NO CREDIT CARD OR ACCESS CARD

Name of account _____

BSB number [][][] - [][][]
(ALWAYS 6 digits)

Account number [][][][][][][][][]
(No more than 9 digits – if it doesn't fit, the number is incorrect)

Name	MORLEY PARISH	CDF A/C No.	5764 S8
Envelope No.			

**NOTES TO ASSIST WITH
DIRECT DEBIT FORM
COMPLETION**



**PLEASE INSERT PARISH NAME IN VERY TOP SPACE ON FORM
(in most cases this will already be in place)**

<p>Request and Authority to debit</p>	<p>Surname (or company name) Surname of parishioner or name of person who owns the account from which the direct debit will be drawn. Given names (or ACN/ARBN) First name/s or number of account owner</p>
<p>Insert the name and address of financial institution at which account is held</p>	<p>Financial Institution Name Name of bank/building society/credit union where account to be debited is held Address Address of that financial Institution</p>
<p>Frequency of Debits This is NOT cancellation date</p>	<p>Amount to be debited Date that first payment is to be made Cycle of debit circle one Final Payment date..... optional, or date of last payment to be debited</p>
<p>Acknowledgement</p>	<p>Self Explanatory</p>
<p>Insert your signature and address</p>	<p>Self Explanatory</p>
<p>Insert Details of account to be debited e.g. JL & GS Brown NO CREDIT CARD OR ACCESS CARD</p>	<p>Name of Account Account Owners name...NOT type of a/c BSB number Full BSB number.....always 6 digits Account Number MUST be accurate and legible and no more than 9 digits</p>



Direct Debit Request Service Agreement



The Roman Catholic Archbishop of Perth
CATHOLIC DEVELOPMENT FUND (CDF)

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*.

business 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 *CDF* *you* have authorised by signing a *direct debit request*.

you means the customer 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 | 1.1 | By signing a <i>direct debit request</i> , <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i> . <i>You</i> should refer to the <i>direct debit request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i> . |
| | | 1.2 | <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>direct debit request</i> . |
| | | 1.3 | If the <i>debit day</i> falls on a day that is not a <i>business day</i> , <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>business day</i> . If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i> . |
| 2. | Changes by us | 2.1 | <i>We</i> may vary any details of this <i>agreement</i> or a <i>direct debit request</i> at any time by giving <i>you</i> at least fourteen (14) days' written notice. |

6.	Accounts	You should check:	<p>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</p> <p>(b) <i>your account details</i> which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account statement</i>; and</p> <p>(c) with <i>your financial institution</i> before completing the <i>direct debit request</i> if <i>you</i> have any queries about how to complete the <i>direct debit request</i>.</p>
7.	Confidentiality	7.1	<p><i>We</i> will keep any information (including <i>your account details</i>) in <i>your direct debit request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p>
		7.2	<p><i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this <i>agreement</i> (Including disclosing information in connection with any query or claim).</p>
8.	Notice	8.1	<p>If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, you should write to Direct Debits Officer, Catholic Development Fund, GPO Box M962 Perth W A 6843</p>
		8.2	<p><i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>direct debit request</i>.</p>
		8.3	<p>Any notice will be deemed to have been received two <i>business days</i> after it is posted.</p>