



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. |

3. Changes by you	3.1	If <i>you</i> wish to stop or defer a <i>debit payment</i> <i>you</i> must notify <i>us</i> in writing at least one week before the next debit day. This notice should be given to the college/school/parish, as appropriate, in the first instance who will then advise CDF to make the amendment
	3.2	You may also cancel <i>your</i> authority for <i>us</i> to debit <i>your</i> account at any time by giving <i>the college/school/parish</i> , as appropriate, notice in writing before the next <i>debit day</i> . This notice should be given to <i>the college/school/parish</i> in the first instance, who will then advise CDF to process the cancellation
4. Your obligations	4.1	It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>direct debit request</i> .
	4.2	If there are insufficient clear funds in <i>your</i> account to meet a <i>debit payment</i> : (a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i> ; (b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i> ; and (c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your</i> account by an agreed time so that <i>we</i> can process the <i>debit payment</i> .
	4.3	<i>You</i> should check <i>your</i> account statement to verify that the amounts debited from <i>your</i> account are correct
	4.4	If National Australia Bank Limited A.C.N. 004 044 937 ("National") is liable to pay goods and services tax ("GST") on a supply made by the National in connection with this <i>agreement</i> , then <i>you</i> agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.
5 Dispute	5.1	If <i>you</i> believe that there has been an error in debiting <i>your</i> account, <i>you</i> should notify <i>us</i> directly on 9427 0333(Perth) or 9921 3221(Geraldton) and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve <i>your</i> query more quickly.
	5.2	If <i>we</i> conclude as a result of our investigations that <i>your</i> account has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (Including interest and charges) accordingly. We will also notify <i>you</i> in writing of the amount by which <i>your</i> account has been adjusted.
	5.3	If <i>we</i> conclude as a result of our investigations that <i>your</i> account has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding.
	5.4	Any queries <i>you</i> may have about an error made in debiting <i>your</i> account should be directed to <i>us</i> in the first instance so that <i>we</i> can attempt to resolve the matter between <i>us</i> and <i>you</i> . If <i>we</i> cannot resolve the matter <i>you</i> can still refer it to <i>your financial institution</i> which will obtain details from <i>you</i> of the disputed transaction and may lodge a claim on <i>your</i> behalf.

6.	Accounts	<i>You should check:</i>
		<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</i> statement; 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	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) 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> <p>7.2 <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	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to Direct Debits Officer, Catholic Development Fund, GPO Box M962 Perth W A 6843</p> <p>8.2 <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> <p>8.3 Any notice will be deemed to have been received two <i>business days</i> after it is posted.</p>

CHISHOLM CATHOLIC COLLEGE



Direct Debit Request

AMENDMENT/NEW



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

Name of account _____

NO CREDIT CARDS OR ACCESS CARDS

BSB number |_|_|_|_| |_|_|_|_| Always 6 digits

Account number |_|_|_|_|_|_|_|_|_| |_|_|_|_|_|_|_|_|_|
(If the number doesn't fit in the spaces it means that it is wrong – maximum 9 digits)

SCHOOL NAME
School/Parent Code

CHISHOLM CATHOLIC COLLEGE

CDF A/C No. **237 S4**