

Direct Debit Request Form

Please complete:

New Request Amend Existing Request

Contact Details

Title Surname

Given Name/s

Street

Suburb Postcode

Phone (day)

Email

Please transfer from the financial institution account or Credit Card account below to my / our ADF account the sum of \$

once weekly fortnightly monthly quarterly half yearly yearly

Commencing on / / and ending on / /

(If no end date is provided, the transfer will continue until further notice in writing is received from you)

Transfer from my / our financial institution account by direct debit:

Account Name

Bank Name

BSB Acct No

OR

Transfer from my / our Credit Card account:

Cardholder's Name

Credit Card Number

MasterCard Visa Card

Card Expiry Date /



Transfer to my / our ADF account:

ADF Account Name

ADF Account No

I / We authorise Melbourne Anglican Trust Corporation as trustee for the Anglican Development Fund (User ID 187736) to arrange for funds to be debited from my/our nominated account via the Bulk Electronic Clearing System at the financial institution shown above according to the schedule specified above.

Name of Signatory 1

Name of Signatory 2

(if required)

Signature 1

Signature 2 (if required)

Please note: Two authorised signatures are required for parish accounts. Date / /

For assistance completing this form, please email adf@adfmelbourne.org.au or phone (03) 9653 4220.

Direct Debit Request Service Agreement

Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request arrangements made between Melbourne Anglican Trust Corporation as trustee for the Anglican Development Fund ABN 82 862 724 352 (User ID 187736) and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

Initial terms of the arrangements

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to debit your nominated account with the agreed amount.

Drawing arrangements

The first drawing under the Direct Debit arrangement will occur on the nominated date.

If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date. If you are unsure, you should contact your financial institution.

We will give you at least 14 days notice in writing when changes to the terms of the Direct Debit Request Service Agreement are made.

If you wish to discuss any changes to these terms, please contact us by telephone on 03 9653 4220 during business hours or by email to adf@adfmelbourne.org.au

Your rights

Changes to the arrangement

If you make changes to the drawing arrangements, please contact us by telephone on (03) 9653 4220 during business hours or by email to adf@adfmelbourne.org.au

These changes may include:

- deferring the drawing; or
 - altering the schedule; or
 - stopping an individual debit; or
 - suspending the Direct Debit Request; or
 - cancelling the Direct Debit Request completely
- You may also contact your financial institution.

Enquiries

Direct enquiries to us, rather than to your financial institution, and these should be made at least 10 working days prior to the next scheduled drawing date.

Disputes

If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting us by telephone on (03) 9653 4220 during business hours. You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing. You may also contact your financial institution.

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 we have about you:

- to the extent specifically required by law; or
- for the purposes of this Agreement (including disclosing information in connection with a query or claim)

We may provide a copy of the Direct Debit Request to another financial institution in the event any payment that is made in accordance with the Direct Debit Request is disputed.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept electronic transfers. Direct debiting through the Bulk Electronic Clearing System may not be available on all accounts (your financial institution can confirm this); and
 - that on the drawing date there is sufficient cleared funds in the nominated account; and
 - that you advise us if the nominated account is transferred or closed
- If your drawing is returned or dishonored by your financial institution, we will contact you and depending upon your response, may need to cancel this arrangement. Appropriate action will be taken to recover any transaction fees payable by us in respect of the foregoing.

You are advised to check your account details against a recent statement from your financial institution. If unsure, check with your financial institution before completing the Direct Debit Request.