



DIRECT DEBIT REQUEST

Request and Authority to debit the account named below to pay  
Catholic Church Endowment Society Inc – Cabra Dominican College

Please complete all sections of this form, and refer to the terms and conditions on the back page.

REQUESTOR'S DETAILS		FAMILY ID (If known)	
Surname		Phone Number (during business hours)	
Given Name/s		Email address:	
Address	Postcode		
ACCOUNT TO BE DEBITED			
Financial Institution's Name			
Branch Address			
Account Name			
BSB Number	□□□ – □□□		
Account Number	□□□□□□□□		
PAYMENT DETAILS			
Amount	\$		
Frequency	Date of first debit ...../...../..... Date of last debit ...../...../..... Or <input type="checkbox"/> ongoing Debits to be made at the following intervals: <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly Monthly <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 16 <sup>th</sup> or <input type="checkbox"/> 26 <sup>th</sup>		
REQUEST AND AUTHORITY TO DEBIT			
<p>I/We request and authorise CCES Inc – Cabra Dominican College User ID 214022 to arrange for any amount CCES Inc – Cabra Dominican College may debit or charge me/us to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified above subject to the terms and conditions of the Direct Debit Request Service Agreement and any further instructions above.</p> <p>By signing this Direct Debit Request, I/we acknowledge having read and understood the terms and conditions governing the debit arrangements between us and CCES Inc – Cabra Dominican College as set out in this Request and in your Direct Debit Request Service Agreement.</p>			
..... Name	..... Name		
..... Signature	..... Signature		
..... Date	..... Date		
..... Capacity (if signing for a company)	..... Capacity (if signing for a company)		

# Direct Debit Request Service Agreement

## 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 **CCES Inc – Cabra Dominican College** 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

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*.

**Or**

We will only arrange for funds to be debited from *your account* if we have sent to the address nominated by *you* in the *direct debit request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.

If the *debit day* falls on a day that is not a *business day*, we may direct *your financial institution* to debit *your account* on the following *business day*.

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

## 2. Changes 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. Changes by you

Subject to 3.2 and 3.3, *you* may change the arrangements under a *direct debit request* by contacting *us* at **CCES Inc – Cabra Dominican College**.

If *you* wish to stop or defer a *debit payment* *you* must notify *us* in writing at least 7 days before the next *debit day*. This notice should be given to *us* in the first instance.

*You* may also cancel *your* authority for *us* to debit *your* account at any time by giving *us* 7 days notice in writing before the next *debit day*. This notice should be given to *us* in the first instance.

## 4. Your obligations

It 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*:

- 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*.

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

If **CCES Inc – Cabra Dominican College** is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay **CCES Inc – Cabra Dominican College** on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

## 5. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly at **CCES Inc – Cabra Dominican College** and confirm that notice in writing with *us* as soon as possible so that we can resolve *your* query more quickly.

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.

Any queries *you* may have about an error made in debiting *your account* should be directed to *us* in the first instance so that we can attempt to resolve the matter between *us* and *you*. If we cannot resolve the matter *you* can still refer it to *your financial institution* which will obtain details from *you* of the disputed transaction and may lodge a claim on *your* behalf.

## 6. Accounts

*You* should check:

- 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,
- your* account details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- 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*:

- to the extent specifically required by law; or
- 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 to **CCES Inc – Cabra Dominican College**.

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 two *business days* after it is posted.

## OFFICE USE ONLY

Request Received ...../...../.....      Processed ...../...../.....      Acknowledgement Sent ...../...../.....