



Direct Debit Request

**Request and Authority to debit the account named below to pay
UNITING RESOURCES ABN: 31 560 789 705
MINISTERS SUPPORT FUND (USER ID 420284)**

Please use BLOCK LETTERS in BLACK or BLUE PEN ONLY

Step 1 – Please Tick One

- New Direct Debit Request (Complete all steps)
- Change to Direct Debit Request (Complete all steps)
- Cancel Direct Debit Request (Complete steps 1, 2 and 5 only)

Step 2 – Request and Authority to Debit

Name: _____

Address: _____ Phone: _____

requests and authorises **Uniting Resources – Ministers Support Fund (User ID 420284)** to arrange, through its own financial institution, a debit to the account nominated below in the amount detailed below.

This debit or charge will be made through the Bulk Electronic Clearing System (“BECS”) from the account held at the financial institution nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement provided.

Step 3 – Account Details at Financial Institution to be Debited

Account name _____

Financial institution _____ Branch _____

BSB number |_|_|_|_| - |_|_|_|_|

(Must be 6 digits)

Account number |_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Amount \$ _____ Frequency _____

(e.g. weekly, fortnightly, monthly)

Commencement date ____/____/____

Step 4 – Acknowledgment

By **signing** and/or providing us with a **valid instruction** in this Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and **Uniting Resources – Ministers Support Fund** as set out in this Request and in the Direct Debit Request Service Agreement provided.

Step 5 – Authorisation

_____/_____/_____
Signature and print name Date Signature and print name Date



Direct Debit Request Service Agreement

Customer copy

ADDRESS

Level 9, 222 Pitt Street
SYDNEY NSW 2000
Phone : (02)8267 4334

The following is the Direct Debit Service Agreement between you and **Uniting Resources ABN 31 560 789 705 - Ministers Support Fund (User ID No. 420284)**. The agreement is designed to explain what your obligations are when entering into 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.

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 in the Sydney metropolitan area.

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 *you* and *us*.

us or **we** means **Uniting Resources ABN 31 560 789 705 - Ministers Support Fund (User Number 420284)** (the Debit User) *you* have authorised by signing a *Direct Debit Request*.

you means the customer who has 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

1.1 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*.

1.2 We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

1.3 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. Amendments by us

2.1 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

3.1 *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 Resources – Ministers Support Fund PO Box A2178 Sydney South NSW 1235

or

by telephoning us on **(02) 8267 4342** during business hours;

or

arranging it through your own financial institution.

4. Your obligations

- 4.1 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*.
- 4.2 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*.
- 4.3 *You* should check *your account* statement to verify that the amounts debited from *your account* are correct
- 4.4 If **Uniting Resources – Ministers Support Fund** is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay **Uniting Resources – Ministers Support Fund** on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

- 5.1 If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on **(02) 8267 4342** 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.
- 5.2 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.
- 5.3 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:

- 6.1 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.
- 6.2 *your* account details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- 6.3 with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

7. Privacy

- 7.1 *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.
- 7.2 *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

- 8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to **Uniting Resources – Ministers Support Fund PO Box A2178 Sydney South NSW 1235**
- 8.2 *We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.
- 8.3 Any notice will be deemed to have been received on the third *banking* day after posting.