

## Acorn Child Care Centre Direct Debit Authority Form

### Customer Details:

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_ and periodically thereafter as specified below, I/We authorise PayGate, as the Direct User, User ID number 314753, to make withdrawals from my/our nominated account as determined by the centre named above. PayGate, as the Debit User, acts as the billing agent for the centre named above and the service is administrative only and does not extend to the provision of any service or benefits provided by the centre named above.

**Payment Frequency is: Weekly** (Collection will be made very early Wednesday morning)

Please charge my Periodical Payment to:

**Option 1: Direct Debit to Bank Account** *(Please be aware that there is a 77 cent fee per direct debit payment)*

Financial Institution: \_\_\_\_\_ Branch: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB: \_\_\_\_ - \_\_\_\_ (must be 6 digits) Account Number: \_\_\_\_\_ (max 9 digits)

Account Holder's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Option 2: Direct Debit to Credit Card Account** *(Please be aware that direct debit payments from your credit card will attract a 1.87% fee- as charged by PayGate.)*

Credit Card (please circle one):    Visa            Mastercard

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_ CCV \_\_\_\_\_

Name on Card: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I/we have been provided with and have read the Service Agreement and acknowledge and agree to same. I/we request this arrangement remain in force with the Schedule described above and in compliance with the Service Agreement. I/we authorise the Financial Institution to release information allowing the Debit User to verify my/out account details:

Customer's Signature(s): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Direct Debit Request Service Agreement**

- 1) PayGate (Debit User) will debit the Account nominated in the Schedule of the DDR as specified. The Child Care Centre/Business may, by prior arrangement, vary the amount of future debits.
- 2) Should the original terms conditions of this arrangement need to be varied a minimum of seven days notice will be provided. Queries arising as a result of any such variation must be notified to the Child Care Centre/Business two working days prior to the first debit date the variation would apply to.
- 3) Deferment or alternation to the schedule is subject to the terms conditions of any agreement between you and the Child Care Centre/Business whom PayGate (Debit User) acts on behalf of.
- 4) Debits will be identified on your credit card/bank statement by the use of the name PayGate usually followed by a reference number.
- 5) If a debit item is disputed the Childcare Centre/Business must be notified immediately. PayGate (Debit User) will endeavour to resolve this matter within industry agreed timeframes.
- 6) Direct debiting is not available on the full range of accounts and as such you must check with your financial institution.
- 7) It is your responsibility to have sufficient funds in your nominated account to permit a successful debit to be made.
- 8) If a debit is returned unpaid by the financial institution you will be responsible for payment of the debit plus any return fees and administrative costs incurred.
- 9) To stop or cancel a direct debit, the terms conditions of any agreement between you and the Child Care Centre /Business for whom Pay Gate (Debit User) acts on behalf of must be complied with.
- 10) PayGate (Debit User) is a fully owned division of FFA Pay Smart a licensed commercial corporation regulated by the Queensland Dept. of Equity Fair Trading and collected funds are held in the trust until disbursement. In event of fraud where PayGate is not at fault, PayGate will be free of any legal
- 11) No account records or account details will be disclosed to any persons except where such information is required in connection with any claim relating to an alleged incorrect or wrongful debit.