

## Donation Form

**I would like to support The Benevolent Society**

### 1. Please accept my:

Single

Monthly

tax-deductible donation of \$ \_\_\_\_\_

### 2. My Personal Details:

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Business Title (if applicable): \_\_\_\_\_

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

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: H: \_\_\_\_\_ W: \_\_\_\_\_ M: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_ / \_\_ / \_\_\_\_ This is an  individual or  company donation

### 3. My Payment Details (select as appropriate):

I enclose a  cheque /  money order (made payable to The Benevolent Society)

Please debit my **credit card**  Visa  Mastercard  American Express

Credit Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ CSV No. \_\_\_\_\_

Name on card: \_\_\_\_\_ Exp: \_\_ / \_\_

Signature: \_\_\_\_\_ Date: \_\_ / \_\_ / \_\_

Please debit my **bank account** (Monthly gifts only, please read Direct Debit Request agreement)

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

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

BSB Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_ / \_\_ / \_\_

### 4. My authorisation (for monthly gifts only)

I confirm that:

- I am over 18 years of age
- I am the account holder of the above bank/credit card account
- I have read, agree and fully understand the Direct Debit Request Service Agreement (if applicable)
- I understand and agree that this is an ongoing donation, and that changes can be made to this arrangement by contacting The Benevolent Society 14 days before the next due date
- I understand that my gift will be taken on 15<sup>th</sup> day of each month, or the next business day

Signature: \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_

**Thank you for your support**

**Fax** this form to 02 9360 2319, or

**Mail** it to The Benevolent Society, Customer Care Team, L1, 188 Oxford Street, Paddington, NSW 2021

**Donations:** 1800 819 633

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between The Benevolent Society ABN 95 084 695 045 and you. It sets out your rights and your responsibilities, together with where you should go for assistance.

A tax receipt for your debited donations will be issued to you at the end of the financial year.

### Debit arrangements

- By signing this Direct Debit Request, you have authorised us to debit your nominated bank account for the agreed amount as a donation to The Benevolent Society.
- Your account will be debited on 15<sup>th</sup> of each month. When the debit due date falls on a weekend or public holiday, the payment will be processed on the next business day.
- We will give you at least 14 days notice if we vary any of the debit arrangements.

### Your rights

Changes to the arrangement:

- If you want to make changes to the debit arrangements, please contact our Customer Care Team on 1800 819 633, email [supporters@benevolent.org.au](mailto:supporters@benevolent.org.au), or mail:  
The Benevolent Society  
Customer Care Team  
L1, 188 Oxford Street  
Paddington NSW 2021
- Please note, that we need to be informed of any changes at least 14 days prior to the next debiting date. These changes may include: deferring the debit, altering the schedule, suspending or cancelling the direct debit agreement.

Disputes:

- If you believe there has been an error in debiting your account, you should notify us immediately by calling 1800 819 633 or emailing [supporters@benevolent.org.au](mailto:supporters@benevolent.org.au)
- 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.
- 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 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.

### Your commitment to us

- It is your responsibility to ensure your nominated account can accept direct debits. If in doubt please ask your financial institution.
- It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a direct debit payment to be made.
- It is your responsibility to check the account details given to us are correct.
- If there are insufficient clear funds in your account to meet a direct 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.
- You should check your account statement to verify the amounts debited from your account are correct.
- It is your responsibility to advise us if the nominated account is transferred, closed, or if the account details change.

### Your privacy

Your personal information will be kept confidential in accordance with our Privacy Statement which can be found on our website, [www.benevolent.org.au](http://www.benevolent.org.au). By signing this Direct Debit Request, you authorise us to collect, maintain, use and disclose your personal information in accordance with our Privacy Statement.