



BISHOP TYRRELL ANGLICAN COLLEGE (314011) Direct Debit Request (DDR)

You may contact us as follows :

Phone: 02 4907 5733
Email: accounts@btac.nsw.edu.au
Mail: Accounts Department
PO BOX 294
Wallsend, NSW Australia 2287

All communication addressed to us should include your Customer Number.

PART A - Your Details

Customer Number :	<input type="text"/>		
Customer Name :	<input type="text"/>		
Phone Number :	<input type="text"/>		
Email Address :	<input type="text"/>		
Address :	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
State	<input type="text"/>	Post Code	<input type="text"/>

PART B - Schedule

Date of First Payment e.g. 28 Jan 2014

Frequency : ☐ Weekly
☐ Fortnightly
☐ Monthly
☐ Quarterly: as per Term due date
☐ 6 Monthly: as per Term 1 & Term 3 due dates
☐ Yearly

Payment Amount Payment Amount for each debit.

Number of Payments ☐ Continue until further notice
OR
☐ Stop After Payments

If the scheduled date is not a banking day, the debit will take place on the next banking day.
Continued on next page...

PART C - Cheque / Savings Account or Credit Card Authorisation

- ☐ I / We request and authorise BISHOP TYRRELL ANGLICAN COLLEGE (314011) to arrange, through its own financial institution, a debit to your nominated account any amount BISHOP TYRRELL ANGLICAN COLLEGE (314011), has deemed payable by you. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Service Agreement.

Financial Institution :

Branch :

Account Name :

BSB No.

Account Number

I / We request and authorise Acknowledgement. By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and BISHOP TYRRELL ANGLICAN COLLEGE as set out in the Request and in your Direct debit Service Agreement.

Signature :

Date :

Signature :

Date :

If debiting from a joint bank account, both signatures are required.

OR

- ☐ I request you BISHOP TYRRELL ANGLICAN COLLEGE to arrange for funds to be debited from my nominated credit card to the schedule specified above and attached Direct Debit Service Agreement

Credit Card Number

Expiry Date

Cardholders Name

Signature

Date

COMPLETED APPLICATION

Return your completed application by mail to

Mail : Accounts Department
PO BOX 294
WALLSEND NSW, Australia 2287

Customer Direct Debit Request (DDR) Service Agreement

This is your Direct Debit Service Agreement with BISHOP TYRRELL ANGLICAN COLLEGE (314011) 99 268 572 029. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

Please keep this agreement 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 authorisation.

How to Contact Us

Enquiries

You can contact us directly or alternatively contact your financial institution. These should be made at least 7 working days prior to the next scheduled drawing date. You may contact us as follows :

Phone : 02 4907 5733
Email : accounts@btac.nsw.edu.au
Mail : Accounts Department
PO BOX 294
Wallsend, NSW Australia 2287

All communication addressed to us should include your Customer Number.

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.

banking day - means a day other than a Saturday or Sunday or a public holiday listed throughout Australia.

debit day - means the day that the 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 BISHOP TYRRELL ANGLICAN COLLEGE (314011) you have authorised by requesting a *Direct Debit Request*.

you - means the customer who has signed or authorised by other means the *Direct Debit Request*.

your financial institution - means the financial institution nominated by you on the DDR at which the *account* is maintained.

Debiting your account

By signing a Direct Debit Request or by providing us with valid instructions, 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 arrangements between us and you.

We will only arrange 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 when it is due.

If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

Amendments 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.

Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least 7 days notification by writing to :

Accounts Department
PO BOX 294
Wallsend, NSW Australia 2287

or

by telephoning us on 02 4907 5733 during business hours

or

arranging it through your financial institution, which is required to act promptly on your instructions.

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.

Dispute

If you believe that there has been an error in debiting your account, you should notify us directly on 02 4907 5733 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 directly with your financial institution.

If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query 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 in writing.

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.

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 purpose of this agreement (including disclosing information in connection with any query or claim).

Notice

If you wish to notify us in writing about anything relating to this agreement, you should write to

BISHOP TYRRELL ANGLICAN COLLEGE
Accounts Department
PO BOX 294
Wallsend, NSW Australia 2287

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 on the third banking day after posting.