

ST ALPHONSA MISSION TOWNSVILLE

Direct Debit Request

Date

Donation

Please tick one

NEW REQUEST ALTERATION CANCELLATION

I/We
Name of customer(s) giving the DDR

Authorise you
Name of Debit User APCA User ID Number

To arrange for funds to be debited from my/our account at the Financial Institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS).
This authorisation is to remain in force in accordance with the terms described in the Direct Debit Request – Service Agreement (see reverse)

Signature of Customer

Signature of Customer

Address: _____

Suburb: _____ **State:** _____ **Postcode:** _____

Phone: _____ **Mobile:** _____

Email: _____

Details of Account to be Debited – (all details *must be* supplied)

Name of Financial Institution

Account Name

BSB Number - Branch Name

Account Number

Payment Details I/We request that you debit my/our account in accordance with our Agreement.

Amount: \$ First Payment: 10th

Final Payment Date:

Credit DDF Account:

DDF use only	
Date Processed:	<input type="text"/>
Processed By:	<input type="text"/>
PPA #:	<input type="text"/>

DIRECT DEBIT REQUEST SERVICE AGREEMENT

- The Diocesan Development Fund (DDF) on behalf St Alphonsa Mission Townsville undertakes to debit your account on the nominated day each period as per the information you provide. Please note the DDF will not issue billing advices to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated bank or financial institution account.
- The DDF will provide you with 14 days notice if we change any of the terms of the DDR.
- You should contact St Alphonsa Mission Townsville DIRECTLY should you wish to:-
 1. Alter the amount or defer any arrangements.
 2. Stop any debit item or Cancel this Direct Debit Request.
 3. Query or dispute any Debit item.

St Alphonsa Mission Townsville will in turn contact the DDF and provide your written instructions in relation to “1” and “2” above. In respect of “3”, St Alphonsa Mission Townsville will provide details to the DDF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the DDF and you.

- Direct Debiting ***is not*** available on all bank accounts. You will need to check with your bank or financial institution if you are uncertain whether your account is suitable for direct debiting. ***Credit Cards and some passbook accounts are not suitable for Direct Debits.***
- You should check your account details against a recent statement from your bank or financial institution to ensure their correctness. If uncertain, check with your bank or financial institution before completing the Direct Debit Request.
- It is your responsibility to have sufficient clear funds available in the relevant account by the due date to permit the payment of Debit items in accordance with the Direct Debit Request.
- When the due date for payment falls on a day which is not a Business Day the Debit will be processed by the DDF on the next available Business Day. If you are uncertain when the debit will be processed to your account, please inquire direct to your Bank or Financial Institution.
- If Debit items are returned unpaid by your Bank or Financial Institution, the DDF will debit St Alphonsa Mission Townsville’s account with the amount of the returned debit plus any processing charges incurred by the DDF. St Alphonsa Mission Townsville will be advised of the unpaid item and will instigate contact directly with you. Any charges incurred by you at your Bank or Financial Institution are outside the control of the DDF or St Alphonsa Mission Townsville.
- Details of Customer records and account details will be kept in confidence and accessed only by DDF staff for the purpose of processing the Direct Debit Request, whilst noting that the Westpac Bank may require such information to be provided to them in connection with a claim made on the Bank relating to an alleged incorrect or wrongful debit.