

Direct Debit Request Form

Churches of Christ Foundation (the Foundation)

Request and Authority to debit the bank account named below to pay Churches of Christ in Queensland (ABN:28 953 930 342) – Churches of Christ Foundation	
Personal/Entity's details	
Surname or Company name:	
Given Names or ACN/ARBN/ABN:	('you')
Address:	

Bank account information	<i>(account to be debited)</i>
Financial institution details where the bank account is held	
Financial Institution name:	
Address:	

Details of bank account to be debited:			
Account holder's name:			
BSB Number:		Account Number:	

Instruction confirmation and authority
<p>By signing this Direct Debit Request Form, you:</p> <ol style="list-style-type: none"> request and authorise Churches of Christ in Queensland – Churches of Christ Foundation (the User) (User ID number 193156) to arrange for any amount Churches of Christ in Queensland-Churches of Christ Foundation may debit or charge you to be debited through the Bulk Electronic Clearing System from a bank account held at the financial institution identified above subject to the terms and conditions of the Direct Debit Request Service Agreement, acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Churches of Christ in Queensland – Churches of Christ Foundation as set out in this Request and in your Direct Debit Request Service Agreement, and authorise the transfer of funds between Churches of Christ Foundation and your nominated account and vice versa

	<i>Person/Authorised signatory (A)</i>	<i>Person/Authorised signatory (B)</i>
Full name:		
State capacity for signing: <i>(If signing for a company)</i>		
Signature:		
Date:		

Email: Foundation@cofcqld.com.au

Web: www.cofc.com.au/Foundation

Phone: (07) 3327 1628 1300 659 644

Mail: Reply Paid 469, Kenmore QLD 4069

Direct Debit Request Service Agreement

Churches of Christ Foundation

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 listed throughout Australia.

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 *us* and *you* (and includes any Form PD-C approved for use in the transitional period).

transitional period means the period commencing on the industry implementation date for Direct Debit Requests (currently 31 March 2000) and concluding 12 calendar months from that date.

us or *we* means *Churches of Christ in Queensland-Churches of Christ Foundation (User ID number 193156)* you have authorised by signing a *direct debit request*.

you means the customer who signed the *direct debit request*.

your financial institution is the financial institution where *you* hold the *account* that *you* have authorised *us* to arrange to debit.

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. Changes 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. Changes by you

3.1 Subject to 3.2 and 3.3, *you* may change the arrangements under a *direct debit request* by contacting *us* on (07) 3327 1628.

3.2 If *you* wish to stop or defer a *debit payment* *you* must notify *us* in writing at least fourteen (14) days before the next *debit day*. This notice should be given to *us* in the first instance.

3.3 *You* may also cancel *your* authority for *us* to debit *your account* at any time by giving *us* fourteen (14) days' notice in writing before the next *debit day*. This notice should be given to *us* in the first instance.

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 *Churches of Christ in Queensland-Churches of Christ Foundation* is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then *you* agree to pay *Churches of Christ in Queensland-Churches of Christ Foundation* 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 (07) 3327 1628 and confirm that notice in writing with *us* as soon as possible so that *we* can resolve *your* query more quickly.

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.

5.4 Any queries *you* may have about an error made in debiting *your account* should be directed to *us* in the first instance so that *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.

6. Accounts – You should check:

(a) 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.

(b) *your account* details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and

(c) with *your financial institution* before completing the *direct debit request* if *you* have any queries about how to complete the *direct debit request*.

7. Confidentiality

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 *Churches of Christ in Queensland-Churches of Christ Foundation*, PO Box 469, Kenmore, Qld, 4069.

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 two *business days* after it is posted.