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DIRECT DEBIT REQUEST

Information and Authority for Parishioners

How to become a Direct Debit Contributor:

- Complete the Direct Debit Request (DDR).
- Return the **ORIGINAL** form to your parish. Your parish is unable to accept applications received by fax.

To Cancel or Alter Your Direct Debit Authority:

- Contact your parish should you wish to cancel or alter your deduction so they can keep their records up to date.
- Complete the form - Vary, Suspend or Cancel an Existing Authority - and return to your parish for processing.

Please direct all enquiries to your parish.

Disclosure: The Diocesan Development Fund Catholic Diocese of Parramatta (DDF) (the Fund) is not prudentially supervised by the Australian Prudential Regulation Authority nor has it been examined or approved by the Australian Securities and Investments Commission. Therefore, an investor in the Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the *Banking Act 1959* (Cth). Investments in the Fund are intended to be a means for investors to support the charitable, religious and educational works of the Catholic Diocese of Parramatta and for whom the consideration of profit are not of primary relevance in the investment decision. Furthermore, investors should be aware that neither the Fund nor the Trustees of the Roman Catholic Church for the Diocese of Parramatta is subject to the normal requirements to have a disclosure statement or Product Disclosure Statement or be registered under the *Corporations Act 2001* (Cth). CDPF Limited, a company established by the Australian Catholic Bishops Conference, has indemnified the Fund against any liability arising out of a claim by investors in the Fund."

DIOCESAN DEVELOPMENT FUND

10 Victoria Rd, North Parramatta. PO Box 2605, North Parramatta, NSW, 1750

Ph: (02) 8839 4500 Fax: (02) 9683 6438 Email: enquiries@parraddf.org.au

DIRECT DEBIT REQUEST

DDF Client Number

Customer(s)

Name of Customer(s) giving the DDR

authority

I/We

authorise and request the *Diocesan Development Fund* 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 following page).

Details of account to be debited

Name of the Financial Institution

Account Name

BSB number

Account number

Payment details

The payment is for **PLANNED GIVING**.

Agreed payment of per week fortnight month

Commencing date until further notified by me/us in writing.

Reference to be quoted (e.g. Planned Giving Number)

Parish Name

I/We authorise the following:

1. The Debit User to verify the details of the abovementioned account with my/our Financial Institution.
2. The Financial Institution to release information allowing the Debit User to verify the abovementioned account details.

Date

Customer Signature

Date

Customer Signature

DIRECT DEBIT REQUEST SERVICE AGREEMENT – TERMS & CONDITIONS

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, including the direct debit request

Business day means a day other than a Saturday or a Sunday or a listed public holiday

Debit day means the day that payment is due

Debit payment means a particular transaction where a debit is made, according to your direct debit request

Direct debit request means the Direct Debit Request between us and you

Us and we and our means the Diocesan Development Fund.

You means the customer(s) 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:** By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account according to the agreement we have with you. We will only arrange for funds to be debited from your account:

- as authorised in the *direct debit request*

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 or previous *business day*. If you are unsure about which day your account has or will be debited, please check with your *financial institution*.

2. **Changes by you:** If you wish to stop or defer a debit payment your written request must be received at least 5 business days before the next debit day. This notice should be given to your parish in the first instance.

3. **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. If there are insufficient clear funds available in your account to meet a debit payment:

- you or your account may be charged a fee and/or interest by your financial institution;
- you or your account may be charged a fee to reimburse us for charges we have incurred for the failed transaction;

Please check your account statement to verify that the amounts debited from your account are correct.

4. **Dispute:** If you believe that there has been an error in debiting your account you should call your parish and confirm the details in writing with them as soon as possible so that your parish can resolve your query quickly.

5. **Accounts:** You should check;

- with your financial institution whether direct debiting is available from your 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.

Warning: if the account number you have quoted is incorrect, you may be charged a fee to reimburse our costs in correcting any deductions from:

- an account you do not have authority to operate; or
- an account you do not own.

6. **Confidentiality:** The fund and your parish 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. However, we may use your contact details to provide information about the fund. Should you wish this not to be the case, please advise the fund in writing.

DIRECT DEBIT REQUEST AUTHORITY
Vary, Suspend or Cancel an Existing Authority

Parish: _____ Client No. _____

I/We Full Name(s): _____

Address: _____

Contact Phone: _____ Authority Number: _____

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VARY AUTHORITY

Details of Financial Institution

Name of Financial Institution _____

Account Name _____

BSB (6 digits) _____

Account Number _____

Amount: \$ _____

Frequency _____ (weekly, fortnightly, monthly)

.....
SUSPEND AUTHORITY

Suspend Authority From: _____

Recommence Payment On: _____

.....
CANCEL AUTHORITY

Final Payment Date _____

Signature _____ Date _____

Signature _____ Date _____

Return this Form to Your Parish for Processing

DDF Use Only:

DDF Account Reference: PPA# _____ Date Processed: _____ Initial _____

In accordance with the Direct Debit Request (DDR) the parish is to retain a copy of this authority in a secure location (e.g.: locked filing cabinet or cupboard). Please advise the DDF if the authority has been cancelled.