

Direct Debit from Bank or Credit Card Authority

Contact Details

Title: Surname:

Given Name/s:

Street:

Suburb: Postcode: Mobile:

Phone (day): Phone (evening): Email:

Please transfer from the financial institution account / Credit Card Account below, the sum of \$ to **St John's Highton**

once weekly fortnightly monthly quarterly half yearly yearly

Commencing on/...../..... and ending on/...../.....

(if no end date is provided, the transfer will continue until further notice in writing is received from you)

Transfer from my / our financial institution account by direct debit:

Account Name

Financial Institution

Branch

BSB Acct No

_____ or _____

Transfer from my / our Credit Card account:

Cardholder's Name

Credit Card Number

MasterCard Visa Card Expiry Date /

_____ or _____

Cheque:

Cheque enclosed

(payable to St John's Anglican Church Highton) for \$

Tick this box if you wish your donation to be tax deductible

Disclosure of Personal Details:

Yes, I authorise the Anglican Development Fund to disclose my / our name/s to the parish nominated above. I understand that details of my giving, including my name and the amount of my giving will appear on statements sent to the parish.

No, I do not wish for my / our details to be disclosed to the parish nominated above.

Signature 1

Signature 2

I / We authorise Anglican Development Fund (Debit User Anglican Diocese of Melbourne, User ID 187736) to arrange for funds to be debited from my / our nominated account via the Bulk Electronic Clearing System at the financial institution shown above according to the schedule specified above.

Name of Signatory 1 Name of Signatory 2 (if required)

Signature 1 / Cardholder's Signature Signature 2 (if required)

Date/...../.....

Office Use Only: ADF Account No.

Direct Debit Request Service Agreement

Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request arrangements made between Anglican Development Fund (Debit User Anglican Diocese of Melbourne ABN 79 866 748 591, User ID 187736) and you. It sets out your rights, our commitment to you and your responsibilities to us, together with where you should go for assistance.

Initial terms of the arrangements

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account with the agreed amount.

Drawing arrangements

The first drawing under the Direct Debit arrangement will occur on the nominated date. If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date. If you are unsure, you should contact your financial institution. We will give you at least 14 days notice in writing when changes to the terms of the Direct Debit Request Service Agreement are made. If you wish to discuss any changes to these terms, please contact us by telephone on (03) 9653 4220 during business hours or by email to adf@anglicanfunds.com.au

Your rights

Changes to the arrangement

If you make changes to the drawing arrangements, please contact

us by telephone on (03) 9653 4220 during business hours or by email to adf@anglicanfunds.com.au

These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the Direct Debit Request; or
- cancelling the Direct Debit Request completely

You may also contact your financial institution.

Enquiries

Direct enquiries to us, rather than to your financial institution, and these should be made at least 10 working days prior to the next scheduled drawing date.

All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing from your nominated account or in connection with a claim made relating to an alleged incorrect or wrongful debit.

Disputes

If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting us by telephone on (03) 9653 4220 during business hours. You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing. You may also contact your financial institution.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept electronic transfers as direct debiting through BECS may not be available on all accounts (your financial institution can confirm this); and
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed
- if your drawing is returned or dishonored by your financial institution, we will contact you and depending upon your response, may need to cancel this arrangement. Appropriate action will be taken to recover any transaction fees payable by us in respect of the foregoing.
- you are advised to check your account details against a recent statement from your financial institution. If unsure, check with your financial institution before completing the Direct Debit Request.

If mailing, please forward your completed form to:

**The Administrator
St John's Anglican Building Fund
269 Roslyn Road, Highton VIC 3216**

or, if you want to keep your personal details confidential, please return this form to:

**Julie Sizer, Anglican Development Fund
Reply Paid 70597
Melbourne VIC 3000** (no postage stamp required)