



SOMERVILLE HOUSE

FOUNDATION

SECURING OUR FUTURE SINCE 1984

# AUTOMATIC PAYMENT SERVICE AGREEMENT

Thank you for your ongoing support of *Somerville House Foundation Ltd*. This agreement outlines our commitment to you in processing your recurring payments and explains your rights and responsibilities and where to go for assistance.

## *Our commitment to you*

We will keep your financial information confidential and secure. For more information on how we protect and maintain your personal details please read our [Privacy Policy](#).

We undertake to periodically debit your nominated account for the agreed amount for your support of *Somerville House Foundation Ltd*.

The first drawing under this automatic payment arrangement will occur on the commencement date you requested. The second and subsequent drawings will occur at the frequency requested.

We will send you an annual consolidated tax receipt at the end of each financial year to help you claim your donations as a tax deduction.

If you wish to discuss any changes to your initial terms, please contact 07 3033 9289 or [foundation@somerville.qld.edu.au](mailto:foundation@somerville.qld.edu.au)

## *Your commitment to us*

Please ensure your nominated account can accept direct debits and that there are sufficient cleared funds in your nominated account on the scheduled payment date.

If you want to make changes to the drawing arrangements, please contact us at least fourteen (14) business days prior to the next due date. These changes include deferring the drawing, altering the frequency, altering the amount, stopping an individual debit, changing account details or cancelling the automatic payment completely.

## *Disputes*

Please contact us directly on 07 3033 9289 or [foundation@somerville.qld.edu.au](mailto:foundation@somerville.qld.edu.au) if at any time you believe a scheduled payment has been carried out incorrectly. If it is determined that funds were debited from your account in error, you will receive a refund for the disputed amount.

## *Enquiries*

Should you have any queries regarding your automatic payment arrangements, please contact our team by:

Phone: 07 3033 9289  
Email: [foundation@somerville.qld.edu.au](mailto:foundation@somerville.qld.edu.au)  
Post: Somerville House Foundation  
PO Box 3357, South Brisbane QLD 4101

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*A school of the Presbyterian and Methodist Schools Association. The PMSA is a mission of the Presbyterian and Uniting Churches.*