



SACRED HEART CATHEDRAL PARISH

PLANNED GIVING DIRECT DEBIT AUTHORITY

Please tick one

☐ NEW REQUEST

☐ ALTERATION

☐ CANCELLATION

I/We

Name of customer(s) /Bank account holder of the DDR arrangement

Address

Phone

Email:

Pledge the amount below to the Parish Thanksgiving Programme and authorise the **Townsville Diocesan Development Fund** to arrange for funds to be debited from my/our account at the Financial Institution identified and as prescribed below through the Bulk Electronic Clearing System (BECS). APCA User ID Number

253789

This authorisation is to remain in force in accordance with the terms described in the Planned Giving – Direct Debit Request – Service Agreement (see reverse)

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

Name of Financial Institution

Branch Name

Account Name

BSB Number

Account Number

Payment Details

Monthly (20th day)

☐

Quarterly (20th day - Mar/Jun/Sept/Dec)

☐

Half Yearly (20th day - Mar/Sept)

☐

Annually (20th day - March)

☐

Amount:

\$

First Payment:

20th

Final Payment Date:

Until further notice

Signature of Customer

Signature of Customer

Please return the completed form to your Parish Office

Parish Reference Details

Credit DDF Account:

806 S1

DDF Use Only

Date Processed

Processed by

AUTHORITY#

PLANNED GIVING – DIRECT DEBIT REQUEST
SERVICE AGREEMENT (For your records to keep)

The Townsville Diocesan Development Fund (TDDF) on behalf of your Parish undertakes to debit your account on the nominated day each period as per the information you provide. Please note the TDDF 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 TDDF will provide you with 14 days notice if we change any of the terms of the DDR.

You should contact your Parish Office 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.

The Parish Office will in turn contact the TDDF and provide your written instructions in relation to “1” and “2” above. In respect of “3”, the Parish will provide details to the TDDF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the TDDF 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. The TDDF has the right to terminate automatic payment service at any time with written notice to customers.

When the due date for payment falls on a day which is not a Business Day the Debit will be processed by the TDDF 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 TDDF will debit your Parish's account with the amount of the returned debit plus any processing charges incurred by the TDDF. The Parish 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 TDDF or your Parish.

Details of Customer records and account details will be kept securely and accessed only by TDDF staff for the purpose of processing the Direct Debit Request providing you with the peace of mind. However, 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.

This agreement will remain in effect until cancelled by either party.

By signing page 1 you have consent to the agreement on this page.