



# DIRECT DEBIT REQUEST

On behalf of  
**LESCHENAULT  
CATHOLIC PRIMARY SCHOOL**

Mardo Ave  
Australind WA 6233  
Western Australia  
Ph. (08) 9797 1999  
F. (08) 9797 0659  
admin@leschcath.wa.edu.au

## Request to Debit Account

### Your Details

Given Name(s)	Surname
<input type="text"/>	<input type="text"/>
Work phone number	Home phone number
( ) <input type="text"/>	( ) <input type="text"/>
Address	
<input type="text"/>	
<input type="text"/>	
(Postcode)	

### Payment Details

Amount \$	<input type="text"/>
Frequency	<input type="text"/>
	<i>(monthly, fortnightly, weekly)</i>
First Payment Date	<input type="text"/>
Final Payment Date	<input type="text"/>
Reference	<input type="text"/>

### Request and Authority to Debit

Leschenault Catholic Primary School ID Number 497630 may debit and/or charge any amount through the Bulk Electronic Clearing System (BECS), from the account nominated on this form. Each debit or charge will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Authority Number

### Details of Financial Institution

Name and address of financial institution
<input type="text"/>
(Postcode)

### Details of Account to be Debited

Name of account	
<input type="text"/>	
BSB number	Account number
<input type="text"/>	<input type="text"/>

### Signature(s)

**Before signing this section, please read the Service Agreement on the reverse. Your signature below will indicate you accept the terms of the Service Agreement and confirm that the details on this form have been checked and are correct.**

If a joint account, please ensure this form is signed in accordance with the authority to operate the account.

If the account is held by a company please have one director and the company secretary each sign.

If you are signing for and on behalf of another person or entity, please state the capacity in which you sign, in the signature box below.

Signature 1	Date
<input type="text"/>	<input type="text"/>

Signature 2	Date
<input type="text"/>	<input type="text"/>

#### OFFICE USE ONLY

Processed by:	<input type="text"/>
Processed Date:	<input type="text"/>
Date copy given to Applicant:	<input type="text"/>
Method:	<input type="text"/>

# Direct Debit Request Service Agreement

The following is your Direct Debit Service Agreement with **LESCHENAULT CATHOLIC PRIMARY SCHOOL, ABN: 42 645 673 181, USER ID: 497630**. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

## 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*.

**banking 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*.

**us** or **we** means **LESCHENAULT CATHOLIC PRIMARY SCHOOL**, (the Debit User) *you* have authorised by signing a *direct debit request*.

**you** means the customer who signed the *Direct Debit Request*.

**your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

## 1. Debiting your account

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*.

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 *banking day*, we may direct *your financial institution* to debit *your account* on the following *banking day*.

If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

## 2. Amendments by us

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. Amendments by you

*You* may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least fourteen (14) days' notification by writing to: **LESCHENAULT CATHOLIC PRIMARY SCHOOL, MARDO AVE, AUSTRALIND EAST, WA 6233** or by telephoning *us* on (08) 9797 1999 during business hours or arranging it through your own financial institution.

## 4. Your obligations

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*.

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*.

*You* should check *your account* statement to verify that the amounts debited from *your account* are correct

If **LESCHENAULT CATHOLIC PRIMARY SCHOOL** is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay **LESCHENAULT CATHOLIC PRIMARY SCHOOL** on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

## 5. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on (08) 9797 1999 and confirm that notice in writing with *us* as soon as possible so that *we* can resolve your query more quickly. Alternatively *you* can take it up with your financial institution direct.

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.

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 in writing.

## 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

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

*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.

*We* will only disclose information that *we* have about *you*:

(a) to the extent specifically required by law; or

for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

## 8. Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to : **LESCHENAULT CATHOLIC PRIMARY SCHOOL, MARDO AVE, AUSTRALIND EAST, WA 6233**. *We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*. Any notice will be deemed to have been received on the third