

☐ **NEW REQUEST**

☐ **ALTERATION**

☐ **CANCELLATION**

I will support the Catholic Church as follows:

☐ A ONCE OFF amount of \$ \_\_\_\_\_

**Credit Card Debit Available For One Off Donations Only: *(Please Complete Details Below)***

Credit Card No:	Expiry Date:
Credit Card Name:	Type: Visa/MasterCard

☐ A regular MONTHLY amount of \$ \_\_\_\_\_

☐ A regular FORTNIGHTLY amount of \$ \_\_\_\_\_

☐ A regular WEEKLY amount of \$ \_\_\_\_\_

I wish the debit to start on: \_\_\_\_\_

My envelope number is : .....

Signature: .....

Date: .....

Signature: .....

Date: .....

*Please return this form to your Parish Centre.*

**Office Use Only:** Parish Name and Account No

.....

# Direct Debit Request



## Catholic Development Fund

130 Lake Street Cairns 4870

**PO Box 625, Cairns 4870**

*Request and Authority to debit the account named below to pay*

***Roman Catholic Trust Corporation***

[illegible]

# Direct Debit Request Service Agreement



**Catholic Development Fund**  
**130 Lake Street Cairns 4870**  
**PO Box 625, Cairns 4870**

## 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*.

*business 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* (and includes any Form PD-C approved for use).

*us* or *we* means Roman Catholic Trust Corporation, 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* is the financial institution where *you* hold the *account* that *you* have authorised *us* to arrange to debit.

## 1. Debiting your account

1.1 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*.

1.2 *We* will only arrange for funds to be debited from *your account* as authorised in the *direct debit request*.

1.3 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 *business day*.

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

## 2. Changes by us

2.1 *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.

## Direct Debit Request Service Agreement

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|----------------------------|---|
| <b>3. Changes by you</b>   | <p>3.1 Subject to 3.2 and 3.3, <i>you</i> may change the arrangements under a <i>direct debit request</i> by contacting your parish.</p> <p>3.2 If <i>you</i> wish to stop or defer a <i>debit payment</i> <i>you</i> must notify us in writing at least fourteen (14) days before the next <i>debit day</i>. This notice should be given to your parish in the first instance.</p> <p>3.3 <i>You</i> may also cancel <i>your</i> authority for <i>us</i> to debit <i>your</i> account at any time by giving your parish fourteen (14) days notice in writing before the next <i>debit day</i>. This notice should be given to your parish in the first instance.</p>   |
| <b>4. Your obligations</b> | <p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>direct debit request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"><li>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li><li>(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</li><li>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.</li></ul> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p> <p>4.4 If Roman Catholic Trust Corporation is liable to pay goods and services tax ("GST") on a supply made in connection with this <i>agreement</i>, then <i>you</i> agree to pay Roman Catholic Trust Corporation on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.</p>  |
| <b>5 Dispute</b>           | <p>5.1 If <i>you</i> believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>your</i> parish directly and confirm that notice in writing with <i>your</i> parish as soon as possible so that they can resolve <i>your</i> query more quickly.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your</i> account has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for an adjustment to <i>your</i> account accordingly. <i>We</i> will also notify your parish in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding.</p> <p>5.4 Any queries <i>you</i> may have about an error made in debiting <i>your account</i> should be directed to your parish in the first instance so that they can attempt to resolve the matter between them and <i>you</i>. If they cannot resolve the matter <i>you</i> can still refer it to <i>your financial institution</i> which will obtain details from <i>you</i> of the disputed transaction and may lodge a claim on <i>your</i> behalf.</p> |

## Direct Debit Request Service Agreement

<b>6. Accounts</b>	<p><i>You should check:</i></p> <ul style="list-style-type: none"><li>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</li><li>(b) <i>your account details</i> which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</li><li>(c) with <i>your financial institution</i> before completing the <i>direct debit request</i> if <i>you</i> have any queries about how to complete the <i>direct debit request</i>.</li></ul>
<b>7. Confidentiality</b>	<p>7.1 We will keep any information (including <i>your account details</i>) in <i>your direct debit request</i> confidential. We will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 We will only disclose information that <i>we</i> have about <i>you</i>:</p> <ul style="list-style-type: none"><li>(a) to the extent specifically required by law; or</li><li>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</li></ul>
<b>8. Notice</b>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to your parish.</p> <p>8.2 Your Parish will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given them in the <i>direct debit request</i>.</p> <p>8.3 Any notice will be deemed to have been received two <i>business days</i> after it is posted.</p>