



Coolangatta-Tugun  
 Catholic Parish  
 42 O'Connor St, Tugun  
 PO Box 117, Coolangatta QLD 4225

**Direct Debit Request**

Date

**NEW REQUEST**                       **ALTERATION**                       **CANCELLATION**

I/We   
 Name of customer(s) giving the DDR

Authorise you                         
 Name of Debit User                      APCA User ID Number

To arrange for funds to be debited from my/our account at the Financial Institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS).

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

Signature of Customer

Signature of Customer

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

Name of Financial Institution

Account Name

BSB Number  -  Branch Name

Account Number

**Payment Details**

Office Reference Details   
 (Office Use Only)

I/We request that you debit my/our account in accordance with our Agreement and subject to one or more of the following conditions:-

Amount

Frequency of debit Weekly/Fortnightly/Monthly/Quarterly

First payment date

Credit ADF Account



**CONTRIBUTION – DIRECT DEBIT REQUEST**  
**SERVICE AGREEMENT**

- The Archdiocesan Development Fund (ADF) 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 ADF 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 ADF will provide you with 14 days notice if we change any of the terms of the DDR.
- You should contact your 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 Office will in turn contact the ADF and provide your written instructions in relation to “1” and “2” above. In respect of “3”, the Office will provide details to the ADF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the ADF 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.
- When the due date for payment falls on a day which is not a Business Day the Debit will be processed by the ADF 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 ADF will debit your Office’s account with the amount of the returned debit plus any processing charges incurred by the ADF. The Office 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 ADF or your Community.
- Details of Customer records and account details will be kept in confidence and accessed only by ADF staff for the purpose of processing the Direct Debit Request, whilst noting that the Commonwealth 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.

**ADF Use Only**

Date Received

Date Processed

Processed by

PP Number