

## AUTHORITY FOR PAYMENT TO SURFCOAST ANGLICAN PARISH

*Please return the completed form to: Anglican Development Fund, The Anglican Centre, 209 Flinders Lane, Melbourne, Victoria, 3000 or Fax to (03) 9653 4239*

### Contact Details

Full Name			
Address		Suburb	
Email		Postcode	Telephone

### Authorisation Agreement

I/We request that the Anglican Development Fund (Diocese of Melbourne) User ID 187736 transfer from the financial institution account or Credit Card detailed below, the sum of \$ ..... to **PARISH GIVING ACCOUNT SAV-05004987**

Once  
  Weekly  
  Fortnightly  
  Monthly  
  Quarterly  
  Half yearly  
  Yearly

### Credit Card Information

Name on Card																
Credit Card Number												Expiry Date				
Card Type	MasterCard					Visa										
Signature of Cardholder											Date					

### Bank Account Information

Account Name																
Bank Name						Branch										
BSB						Account No										
Signature/s											Date					

### Disclosure

I/We authorise the Anglican Development Fund to disclose my/our name/s to the Parish nominated above. I/We understand that details of my/our payment including my/our name/s and the amount paid will appear on statements sent to the Parish.

Signature .....

*For further enquiries, please phone Robyn or Julie at the ADF on (03) 9653 4220.*

## **Electronic Transfer Request Service Agreement**

### **Our commitment to you**

This document outlines our service commitment to you, in respect of the Electronic Transfer Request arrangements made between Anglican Development Fund (Diocese of Melbourne) ABN 79 866 748 591 (User ID 187736) and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

### **Initial terms of the arrangements**

In terms of the Electronic Transfer Request arrangements made between us and signed by you, we undertake to debit your nominated account with the agreed amount in accordance with the Authorisation Agreement.

### **Drawing arrangements**

The first drawing under the Direct Debit arrangement will occur on the nominated date.

If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.

We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice may include the new amount, frequency, next drawing date and/or any other changes to the initial terms.

If you wish to discuss any changes to the initial terms, please contact us by telephone on 03 9653 4220 during business hours or by email to [adf@adfmelbourne.org.au](mailto:adf@adfmelbourne.org.au)

### **Your rights**

#### **Changes to the arrangement**

If you make changes to the drawing arrangements, please contact us by telephone on (03) 9653 4220 during business hours or by email to [adf@adfmelbourne.org.au](mailto:adf@adfmelbourne.org.au)

These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the Electronic Transfer Request; or
- cancelling the Electronic Transfer Request completely

### **Enquiries**

Direct enquiries to us, rather than to your financial institution, and these should be made at least 10 working days prior to the next scheduled drawing date. All communication addressed to us should include your account number.

All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing from your nominated account. Where an investor has signed a release, information will be supplied to the Parish upon request.

### **Disputes**

If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting us by telephone on (03) 9653 4220 during business hours. You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

### **Your commitment to us**

It is your responsibility to ensure that:

- your nominated account can accept electronic transfers (your financial institution can confirm this); and
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed

If your drawing is returned or dishonored by your financial institution, we will contact you and depending upon your response, may need to cancel this arrangement. Appropriate action will be taken to recover any transaction fees payable by us in respect of the foregoing.