



DIRECT DEBIT REQUEST (DDR)

NEW REQUEST ALTERATION CANCELLATION

Date (dd/mm/yy): / / 20

DETAILS OF ACCOUNT AUTHORITY

I/We (Name of Customer(s) giving the DDR):
Authorise You (Name of Debit User): ARCHDIOCESAN DEVELOPMENT FUND
APCA User ID Number: 062782

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 Planned Giving – Direct Debit Request – Service Agreement (see below).

DETAILS OF ACCOUNT TO BE DEBITED (All details must be supplied)

Name of Financial Institution: Branch Location:
ACCOUNT DETAILS
BSB #: Account #:
Initials and Family Name:

PAYMENT DETAILS

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 of: \$ : Start Payment Date (dd/mm/yy): / / 20
Final Payment Date (dd/mm/yy): UNTIL FURTHER NOTICE

Payment Frequency (please tick): Weekly Fortnightly Monthly Quarterly Once Only

Signature of Customer: (two boxes)

Credit ADF A/C: 51427 S15 EMM Office Use Only Parish Reference Code:

PLANNED GIVING – 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.
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 Business Day.
If Debit items are rejected by your Bank or Financial Institution, the ADF will debit your account with the amount of the returned debit plus any processing charges incurred by the ADF.
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.
The ADF collects, holds, uses and discloses personal information about you.
Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints.