

Hallett Cove R-12 School
2-32 Gledsdale Road
Hallett Cove SA 5158
Phone: (08) 83921020



Direct Debit Request (DDR)

Request and Authority to debit

Your Surname or company name

Your Given names or ABN/ARBN

"you"

request and authorise **Hallett Cove R-12 School (APCA ID 489607)** to arrange, a debit to your nominated account to pay for invoices issued by Hallett Cove School

This debit or charge will be arranged by its own financial financial institution and made through the Bulk Electronic Clearing System (BECS) from your nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Amount of debit

Any amount **Hallett Cove R-12 School** has deemed payable by you

(Tick if applicable)

OR

The amount specified in the invoice we have sent you, for payment on a due date

(Tick if applicable)

OR

As outlined below continuing to end date (Tick if applicable)

Frequency

Periodic Amount

\$

End date or Until Further Notice

Your account to be debited

Name/s on account

Financial institution name

BSB number (Must be 6 digits)

 -

Account number

Your contact details

Address:

Email:

Phone:

The best way for us to write to you is by using the above email or address.

Confirmation

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have confirm that:

- you are authorised to operate on the nominated account; and

	<ul style="list-style-type: none">• you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.
Your Signature	<p><u>Signed in accordance with the account authority on your account:</u></p> <p>Signature: <input data-bbox="584 286 1410 342" type="text"/></p> <p>Date: <input data-bbox="584 360 925 416" type="text"/></p> <p>Contact details: As Above</p>
Second account signatory (if required)	<p><u>Signed in accordance with the account authority on your account:</u></p> <p>Signature: <input data-bbox="568 640 1410 696" type="text"/></p> <p>Name: <input data-bbox="568 714 1410 770" type="text"/></p> <p>Date: <input data-bbox="568 792 914 848" type="text"/></p> <p>Contact details:</p> <p>Address: <input data-bbox="611 974 1497 1025" type="text"/></p> <p>Email: <input data-bbox="611 1043 1497 1095" type="text"/></p> <p>Phone: <input data-bbox="611 1115 1497 1167" type="text"/></p>

Signing for a company

You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.

Signature of duly authorised officer: _____

Position held: _____

Name: _____

Address: _____

Email: _____

(Notices will be sent to this email address)

Phone:

Date:

Signature company signatory (if required)

Signature of duly authorised officer: _____

Position held: _____

Name: _____

Email: _____

Date:

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Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with **Hallett Cove R-12 School**, **APCA ID 489607 ABN 12467844069** (the Debit User). It explains 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.

Please keep this agreement 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 authorisation.

Definitions	<p>account means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p>banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>debit day means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>Direct Debit Request means the written, verbal or online request between <i>us</i> and <i>you</i> to debit funds from your account.</p> <p>us or we means Hallett Cove R-12 School, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p>you means the customer who has authorised the <i>Direct Debit Request</i>.</p> <p>your financial institution means the financial institution at which you hold the <i>account</i> you have authorised us to debit.</p>
1. Debiting your account	<p>1.1 By submitting a <i>Direct Debit Request</i>, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. The <i>Direct Debit Request</i> and this <i>agreement</i> set out the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 We will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p>or</p> <p>We will only arrange for funds to be debited from <i>your account</i> if we have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, we may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited you should ask <i>your financial institution</i>.</p>
2. Amendments by us	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least 30 (thirty) days written notice sent to the preferred email or address you have given us in the <i>Direct Debit Request</i>.</p>
3. How to cancel or change direct debits	<p>3.1 You can:</p> <ul style="list-style-type: none">a) Cancel or suspend the <i>Direct Debit Request</i>; orb) change, stop or defer an individual payment, or at any time by giving us at least 7 days' notice. <p>To do so, contact us at</p> <p>Finance@HCS.sa.edu.au</p> <p>or</p> <p>by telephoning us on (08) 83921020 Option 2 for finance during business hours;</p> <p>or</p> <p>You can also contact your own financial institution, which act promptly on your instructions.</p>

<p>4. Your obligations</p>	<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"> a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; b) <i>we may charge you reasonable costs</i> incurred by <i>us on account of there being insufficient funds</i>; and 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>. <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>5. Dispute</p>	<p>5.1 If you believe there has been an error in debiting <i>your account</i>, <i>you</i> should notify us directly on (08) 83921020 Option 2 for finance or by email at Finance@HCS.sa.edu.au. Alternatively you can contact your financial institution for assistance.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging within a reasonable period for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. <i>We</i> will also notify you 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 in writing.</p>
<p>6. Accounts</p>	<p><i>You</i> should check:</p> <ul style="list-style-type: none"> a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available through BECS on all accounts offered by financial institutions. b) <i>your</i> account details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and 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>.
<p>7. Confidentiality</p>	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> 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 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <ul style="list-style-type: none"> a) to the extent specifically required by law; or b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).
<p>8. Contacting each other</p>	<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:</p> <p>Hallett Cove R-12 School 2-32 Gledsdale Road Hallett Cove SA 5158 Phone: (08) 83921020</p> <p>Or Finance@HCS.sa.edu.au</p> <p>8.2 <i>We</i> will notify <i>you</i> by sending a notice to the preferred address or email <i>you</i> have given us in the <i>Direct Debit Request</i>. Any notice will be deemed to have been received on the second <i>banking day</i> after sending.</p>