



Lower Plenty Football Club Inc.
 PO Box 57, Greensborough, Vic 3088
 Contact: Kirk Webster (treasurer)
 m 0434 194 694
 e kirk@kawaccounting.com.au

DIRECT DEBIT REQUEST

I/We _____ (individual name or Company name/ABN) request and authorise **Lower Plenty Football Club Inc. (user ID: 512514)** to arrange, through its own financial institution, a debit to your nominated account any amount **Lower Plenty Football Club Inc.**, has deemed payable by you*.

CUSTOMER DETAILS

Name	
Postal address	
Date of birth	
Email address	
Telephone	

FINANCIAL INSTITUTION AND ACCOUNT DETAILS

Name of financial institution	
Address (where account is held)	
Name/s on account	
BSB number (n.b. 6 digits only)	
Account number	

PAYMENT SCHEDULE

Type of payment (cross out the type that doesn't apply)	One off or ongoing
Direct debit start date	
Direct debit amount	\$
Frequency (cross out the type that doesn't apply)	Weekly/fortnightly/monthly/ quarterly
Stop debiting (can be either a date or when an amount is reached)	

ACKNOWLEDGEMENT

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you have understood and agreed to the terms and conditions governing the debit arrangements between you and **Lower Plenty Football Club Inc.** as set out in this Request and in your Direct Debit Request Service Agreement.

SIGNATURE

Signature _____
 (if signing for a company, sign and print full name and capacity for signing e.g. Director)

Date _____

* This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from *your* account held at the financial institution you have nominated above and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

DIRECT DEBIT SERVICE AGREEMENT

This is your Direct Debit Service Agreement with **Lower Plenty Football Club Inc. (user ID: 512514), (ABN:40 034 167 386)**. 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

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*.

banking 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*.

us or we means **Lower Plenty Football Club Inc.**, (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

you means the customer who has signed or authorised by other means the *Direct Debit Request*.

your financial institution means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

1.1 By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *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*.

or

We will only arrange for funds to be debited from *your account* if *we* have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.

1.3 If the *debit day* falls on a day that is not a *banking day*, *we* may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

2. Amendments 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.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least **28 days** notification by

- writing to: **Lower Plenty Football Club Inc, PO Box 57, Greensborough, Vic. 3088** *or*
- by telephoning *us* on **0434 194 694** during business hours; *or*
- arranging it through your own financial institution, which is required to act promptly on your instructions.

4. Your obligations

4.1 It is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*:

- (a) *you* may be charged a fee and/or interest by *your financial institution*;
- (b) *you* may also incur fees or charges imposed or incurred by *us*; and
- (c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that *we* can process

the *debit payment*.

4.3 You should check *your account* statement to verify that the amounts debited from *your account* are correct

5 Dispute

5.1 If you believe that there has been an error in debiting *your account*, you should notify us directly on **0434 194 694** and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.

5.2 If we conclude as a result of our investigations that *your account* has been incorrectly debited we will respond to *your query* by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. We will also notify you in writing of the amount by which *your account* has been adjusted.

5.3 If we conclude as a result of our investigations that *your account* has not been incorrectly debited we will respond to *your query* by providing you with reasons and any evidence for this finding in writing.

6. Accounts

You should check:

- (a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your account* details which you have provided to us are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if you have any queries about how to complete the *Direct Debit Request*.

7. Confidentiality

7.1 We will keep any information (including *your account* details) in *your Direct Debit Request* confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

7.2 We will only disclose information that we have about you:

- (a) to the extent specifically required by law; or
- (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. Notice

8.1 If you wish to notify us in writing about anything relating to this *agreement*, you should write to **Lower Plenty Football Club Inc, PO Box 57, Greensborough, Vic. 3088**

8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the *Direct Debit Request*.

8.3 Any notice will be deemed to have been received on the third *banking day* after posting.