

# DIRECT DEBIT REQUEST FORM

Until further notice, I/we request you, The Anglican Parish of Church Hill, to arrange funds to be debited from my/our nominated Bank Account or Credit Card Account at the financial institution shown below and credited to: The Anglican Parish of Church Hill's account according to the schedule specified.

<input type="checkbox"/>	New Application
<input type="checkbox"/>	Change of Existing Application
NAME	
ADDRESS	
PHONE	
SIGNATURE	
DATE	__ / __ / 20__

REGULAR DEBIT FROM BANK ACCOUNT	
FINANCIAL INSTITUTION	
BRANCH (BSB)	
ACCOUNT NO	
ACCOUNT NAME	
PLEASE DEBIT	\$
<input type="checkbox"/>	Fortnightly (on Tuesdays)
<input type="checkbox"/>	Monthly on (or after) the 1st of each month.
<input type="checkbox"/>	Monthly on (or after) the 15th of each month.
COMMENCING	<input type="checkbox"/> Immediately or <input type="checkbox"/> __ / __ / __
SIGNATURE	

ELECTRONIC FUNDS TRANSFER	
If you would prefer to set up a direct debit yourself, from your bank account or credit card, here are our bank details:	
BSB	032 000
ACCOUNT NAME	The Anglican Parish of Church Hill
ACCOUNT NO	810 878
BANK	Westpac
When making a transfer please include the following information as a reference:	
<input type="radio"/> The congregation you belong to <input type="radio"/> whether the gift is 'one off' or 'regular' (eg. 8:30 regular, 10:15 one off)	

MONTHLY DEBIT FROM CREDIT CARD	
TYPE OF CARD	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
CARD NO	
EXPIRY DATE	__ / __
CARDHOLDER	
SIGNATURE	
Please debit \$ _____ on (or after) the 1st of each month beginning in the month of _____ 20 ____	

On completion of this form, please drop it in the offertory bag, or the perspex box.  
 Alternatively, please mail it to:  
 Church Hill Anglican  
 3 York Street  
 Sydney NSW 2000

*If your bank account or credit card is held jointly, both signatories must sign to authorise payments*

## INITIAL TERMS OF THE AGREEMENT

This document outlines our service commitment to you in respect of the Direct Debit Request arrangements made between the Sydney Diocesan Secretariat (SDS) and you. It sets out our commitment to you, your responsibility to us, your rights and where you should go for assistance. This document outlines our service commitment to you in respect of the Direct Debit Request arrangements.

## OUR COMMITMENT TO YOU

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated bank account or credit card account for the agreed amount of your commitment. The first drawing under this Direct Debit arrangement will occur as soon as possible or on the date stated on the Direct Debit Request. If the date of drawing is not a business day then the drawing will be made on the next business day. If the drawing is dishonoured, any fees charged to the Secretariat may be passed on to Church Hill Anglican together with any additional administration costs. The dishonour will need to be replaced with a cheque. SDS will provide at least 14 days notice in writing through your chosen ministry organisation if the terms of the initial agreement are to change.

## YOUR RESPONSIBILITY TO US

Please ensure:

- (a) Your nominated bank account or credit card account can accept Direct Debit;
- (b) Sufficient cleared funds are available in the nominated account on the day to be drawn on;
- (c) You check transactions on your account statement regularly and timely.

## YOUR RIGHTS

All of the information you supply will be treated as confidential except that information provided to our Financial Institution to initiate the drawing from your nominated account.

## FOR FURTHER ASSISTANCE

Please contact Church Hill Anglican to discuss any of the following matters:

1. Defer the drawing
2. Alter the schedule
3. Stop an individual debit
4. Suspend or cancel the Direct Debit Request

## HOW DOES IT WORK?

Once you've chosen the level of your contribution, it's as simple as arranging a regular direct debit or credit card payment authority. Church Hill Anglican will process your authority on a secure internet based system and the Sydney Diocesan Secretariat of the Anglican Church will debit your account and remit your gift to the chosen ministry. Money can be debited from your account or credit card on an agreed regular basis. It is also possible to make one-off direct debit or credit card payments. All transactions are held in strict confidence.