

## DIOCESAN DEVELOPMENT FUND

10 Victoria Road North Parramatta NSW 1750 Tel (02) 8839 4500 [enquiries@parraddf.org.au](mailto:enquiries@parraddf.org.au)  
<https://parracatholic.org/ddf>

### DIRECT DEBIT REQUEST

#### Information and Authority for Parishioners

#### How to become a Direct Debit Contributor:

- Complete the Direct Debit Request (DDR).
- Return the **ORIGINAL** form to your parish. Your parish is unable to accept applications received by fax.

#### To Cancel or Alter Your Direct Debit Authority:

- Contact your parish should you wish to cancel or alter your deduction so they can keep their records up to date.
- Complete the form - Vary, Suspend or Cancel an Existing Authority - and return to your parish for processing.

#### **Please direct all enquiries to your parish.**

**Disclosure:** The Diocesan Development Fund Catholic Diocese of Parramatta (DDF) (the **Fund**) is required by law to make the following disclosure. The Fund is not prudentially supervised by the Australian Prudential Regulation Authority nor has it been examined or approved by the Australian Securities and Investments Commission. An investor in the Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the *Banking Act 1959* (Cth). Investments in the Fund are intended to be a means for investors to support the charitable, religious and educational works of the Catholic Diocese of Parramatta and for whom the consideration of profit are not of primary relevance in the investment decision. The investments that the Fund offers are not subject to the usual protections for investors under the *Corporations Act* (Cth) or regulation by Australian Securities and Investments Commission. Investors may be unable to get some or all of their money back when the investor expects or at all and any investment of the Fund are not comparable to investments with banks, finance companies or fund managers. The Fund's identification statement may be viewed at <https://parracatholic.org> or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence.

# DIOCESAN DEVELOPMENT FUND

10 Victoria Rd, North Parramatta. PO Box 2605, North Parramatta, NSW, 1750  
Ph: (02) 8839 4500 Fax: (02) 9683 6438 Email: [enquiries@parraddf.org.au](mailto:enquiries@parraddf.org.au)

## DIRECT DEBIT REQUEST

DDF Client Number

### Customer(s) authority

Name of Customer(s) giving the DDR

I/We

authorise and request the *Diocesan Development Fund*  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 Direct Debit Request Service Agreement (see following page).

### Details of account to be debited

Name of the Financial Institution

Account Name

BSB number

Account number

### Payment details

The payment is for **PLANNED GIVING**.

Agreed payment of \$  per  week  fortnight  month

Commencing date  until further notified by me/us in writing.

Reference to be quoted (e.g. Planned Giving Number)

Parish Name

I/We authorise the following:

1. The Debit User to verify the details of the abovementioned account with my/our Financial Institution.
2. The Financial Institution to release information allowing the Debit User to verify the abovementioned account details.

Date

Customer Signature

Date

Customer Signature

## DIRECT DEBIT REQUEST SERVICE AGREEMENT – TERMS & CONDITIONS

### 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, including the direct debit request

*Business day* means a day other than a Saturday or a Sunday or a listed public holiday

*Debit day* means the day that payment is due

*Debit payment* means a particular transaction where a debit is made, according to your direct debit request

*Direct debit request* means the Direct Debit Request between us and you

*Us and we and our* means the Diocesan Development Fund.

*You* means the customer(s) who signed the direct debit request

*Your financial institution* is the financial institution where you hold the account that you have authorised us to arrange to debit.

1. **Debiting your account:** By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account according to the agreement we have with you. We will only arrange for funds to be debited from your account:

- as authorised in the *direct debit request*

If the *debit day* falls on a day that is not a business day, we may direct your *financial institution* to debit your *account* on the following or previous *business day*. If you are unsure about which day your *account* has or will be debited, please check with your *financial institution*.

2. **Changes by you:** If you wish to stop or defer a debit payment your *written request must be received* at least 5 business days before the next debit day. This notice should be given to your parish in the first instance.

3. **Your obligations:** It is your responsibility to ensure that there are sufficient clear funds available in your *account* to allow a debit payment to be made. If there are insufficient clear funds available in your *account* to meet a debit payment:

- you or your *account* may be charged a fee and/or interest by your *financial institution*;
- you or your *account* may be charged a fee to reimburse us for charges we have incurred for the failed transaction;

Please check your *account* statement to verify that the amounts debited from your *account* are correct.

4. **Dispute:** If you believe that there has been an error in debiting your *account* you should call your parish and confirm the details in writing with them as soon as possible so that your *parish* can resolve your query quickly.

5. **Accounts:** You should check;

- with your *financial institution* whether direct debiting is available from your *accounts* offered by financial institutions.
- your *account* details which you have provided to us are correct by checking them against a recent account statement; and
- with your *financial institution* before completing the *direct debit request* if you have any queries about how to complete the *direct debit request*.

Warning: if the *account* number you have quoted is incorrect, you may be charged a fee to reimburse our costs in correcting any deductions from:

- an account you do not have authority to operate; or
- an account you do not own.

6. **Confidentiality:** The fund and your parish 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. However, we may use your contact details to provide information about the fund. Should you wish this not to be the case, please advise the fund in writing.

**DIRECT DEBIT REQUEST AUTHORITY**  
**Vary, Suspend or Cancel an Existing Authority**

Parish: \_\_\_\_\_ Client No. \_\_\_\_\_

I/We Full Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Authority Number: \_\_\_\_\_

.....  
**VARY AUTHORITY**

**Details of Financial Institution**

Name of Financial Institution \_\_\_\_\_

Account Name \_\_\_\_\_

BSB (6 digits) \_\_\_\_\_

Account Number \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Frequency \_\_\_\_\_ (weekly, fortnightly, monthly)

.....  
**SUSPEND AUTHORITY**

Suspend Authority From: \_\_\_\_\_

Recommence Payment On: \_\_\_\_\_

.....  
**CANCEL AUTHORITY**

Final Payment Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this Form to Your Parish for Processing**

**DDF Use Only:**

DDF Account Reference: PPA# \_\_\_\_\_ Date Processed: \_\_\_\_\_ Initial \_\_\_\_\_

In accordance with the Direct Debit Request (DDR) the parish is to retain a copy of this authority in a secure location (e.g.: locked filing cabinet or cupboard). Please advise the DDF if the authority has been cancelled.