

# Direct Debit Request



Use this form to make voluntary contributions to your Australian Catholic Superannuation account via direct debit. Simply complete this form using a dark pen and capital letters or type directly into this form online, print it out and send it to us. Ensure all appropriate check boxes are marked with an (X).

Once the form is complete, remember to sign and date it. Return the form to:

**Australian Catholic Superannuation and Retirement Fund**  
**PO Box 656, Burwood NSW 1805**

✉ PO Box 656, Burwood NSW 1805

☎ 1300 658 776

🌐 www.catholicssuper.com.au

🐦 @AusCathSuper

@ fundoffice@catholicssuper.com.au

**i** To add a new direct debit, complete section 1, 2, 3 and 5. To cancel your current direct debit, complete section 1, 4 and 5.

## **i** Important

Client ID or Members online login allows you to access our service via the internet. Ask us about setting up this convenient service.

## 1 Your details

Client ID	Account number	Date of birth	Male	Female
1		D D M M Y Y Y Y	<input type="checkbox"/>	<input type="checkbox"/>
Title	Surname			
Given names				
Postal address				
Suburb	State	Postcode		
Mobile	Home telephone number			
Email				

## **i** Important

If this is a joint account, both signatories will need to authorise and sign this direct debit request.

## 2 Your account to be debited

Please note that some institutions may charge a fee for direct debits made from your account.

Account Name		
Institution		
Branch	BSB	Account number

Form continues overleaf ▶



**i Important**

For more information on contribution limits, see our Contributions fact sheet available at [catholicsuper.com.au](http://catholicsuper.com.au).

**3 The amount to be debited**

There are limits on the amount you can contribute to your superannuation account. If these limits are exceeded, you may be taxed at a higher rate.

**a) Please choose (x) which applies to your request**

I am under age 65

**OR**

I am aged 65 to 74 and have worked at least 40 hours in a period of not more than 30 consecutive days in the current financial year.

**b) I/We request Australian Catholic Superannuation to debit the amount nominated below from my/our account on a monthly basis.**

Amount to be debited \$

First payment date

**4 Cancel my direct debit**

I elect to cancel my direct debit from

Your signed form must be received by the 1st of the month for it to become effective from the next direct debit.

**! Take note**

Don't forget to sign and date your form before sending it back to us.

**5 Declaration**

By signing this form, I/we:

- Authorise Australian Catholic Superannuation User ID 301209 to debit from my/our nominated account at the financial institution listed above and as prescribed through the Bulk Electronic Clearing System (BECS).
- Have read and understand the terms of the service agreement provided as part of this Direct Debit Request form.
- Agree to meet any bank charges that may arise from my/our direct debit request and authorise Australian Catholic Superannuation to debit any bank charges and/or costs it incurs in processing this request from my/our account.
- Have read and understand that contribution limits apply to my/our superannuation account and that I/we may be charged additional tax by the ATO if I/we exceed these limits.
- Understand and acknowledge that if I/we choose not to provide Australian Catholic Superannuation with my/our Tax File Number(s), my/our contributions may be taxed at a higher rate.

Name of primary account holder

Name of secondary account holder

Signature of primary account holder

Signature of secondary account holder

Date

Date

**PRIVACY STATEMENT:** Australian Catholic Superannuation collects and uses personal information in accordance with the Australian Privacy Principles of the Privacy Act 1988 (Cth) for the management and administration of the Fund as well as to comply with relevant legislation. Personal information may be disclosed to other parties, including persons authorised by the member, the Fund's insurer, government bodies and the trustee of any other fund a superannuation account is transferred to. To access personal information or for a copy of our Privacy Policy, visit [catholicsuper.com.au](http://catholicsuper.com.au) or phone **1300 658 776**.

**Contact us**

Please sign and date this form and return it to us:

Australian Catholic Superannuation and Retirement Fund  
PO Box 656, Burwood NSW 1805

(02) 9715 0090

For more information contact our helpful staff:

1300 658 776

[www.catholicsuper.com.au](http://www.catholicsuper.com.au)

[fundoffice@catholicsuper.com.au](mailto:fundoffice@catholicsuper.com.au)

@AskAusCathSuper



# Direct Debit Request

## Service Agreement



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☎ 1300 658 776

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🐦 @AskAusCathSuper

📠 (02) 9715 0090

### 1. Debiting your account

- 1.1 By signing a Direct debit request, 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 arrange for funds to be debited from your account only as authorised in the Direct debit request.
- 1.3 Your account will be debited on the 10th of each month. 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 business day.
- 1.4 The Direct debit request must be received by us fourteen (14) days prior to the first payment date selected. Where a Direct debit request is received later than fourteen (14) days prior to that date, the first payment will be debited on the 10th of the following month.

### 2. Changes 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. Changes by you

- 3.1 Subject to 3.2 and 3.3, you may change the arrangements under a Direct debit request by contacting us.
- 3.2 If you wish to stop or defer a debit payment you must notify us in writing at least fourteen (14) days before the next debit day.
- 3.3 You may cancel your authority to debit your account at any time by giving us fourteen (14) days notice in writing before the next debit day.

### 4. Your obligations

- 4.1 It is your responsibility to ensure that there are sufficient cleared 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 funds in your account to meet a direct 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.
- 4.3 You should check your account statement to verify that the amounts debited from your account are correct.
- 4.4 If we are liable to pay Goods and Services Tax (GST) on a supply made in connection with this agreement, you agree to pay us on demand an amount equal to the consideration payable for the supply multiplied by the GST rate.

### 5. Disputes

- 5.1 If you believe that there has been an error made in debiting your account, you should notify us directly and confirm that notice in writing with us as soon as possible so that your query can be investigated and resolved promptly.
- 5.2 If, as a result of our investigations, your account has been incorrectly debited, we will respond to your query by arranging for your financial institution to adjust your account, including any interest or charges incurred. You will be notified in writing of the amount by which your account has been adjusted.
- 5.3 If, as a result of our investigations, your account has not been incorrectly debited, you will be provided with reasons and any evidence for this finding.
- 5.4 Any queries you may have relating to an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we can not resolve the matter to your satisfaction, you can refer the matter to your financial institution which will obtain details from you relating to the disputed transaction and may lodge a claim on your behalf.

### 6. Accounts

- 6.1 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) that the account details you have provided to us are correct by checking them against a recent account statement.
  - 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 Any information contained on your Direct debit request, including your account details, will be kept strictly confidential. We will make reasonable efforts to keep any such information about you secure and 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 Information will be disclosed about you only:
  - a) to the extent specifically required by law; or
  - b) for the purpose of this agreement, including disclosing information in connection with any query or claim,

### 8. Notice and contact details

- 8.1 If you wish to notify us in writing or contact us by telephone about anything relating to this agreement, please refer to our address and contact details shown at the top of this agreement.
- 8.2 We will notify you by sending a notice in the ordinary post to the address you have provided us on the Direct debit request.
- 8.3 Any notice will be deemed to have been received three (3) business days after it is posted.