

**DIRECT DEBIT REQUEST – NEW CUSTOMER**

Business:	<input type="text" value="River Street ELC"/>	ABN/ACN:	<input type="text" value="63 163 182 643"/>
Customer Reference:	<input type="text"/>	* Indicates a Mandatory Field	
*Surname:	<input type="text"/>	*First Name:	<input type="text"/>
Mobile Ph:	<input type="text"/>		
Email:	<input type="text"/>		
*Address:	<input type="text"/>		

**Debit Arrangement / Payment Details**

I authorise and request NumeroPro Pty Ltd (Direct Debit User ID: 424700) to debit payments from my nominated account through the Bulk Electronic Clearing System (BECS), as specified below, at intervals and amounts as directed by River Street Early Learning Centre in accordance with the Terms and Conditions of this agreement.

Start Date

Weekly

Fortnightly

**Debit from Bank, Building Society or Credit Union Account**

Financial Institution:	<input type="text"/>	Branch:	<input type="text"/>
BSB Number:	<input type="text" value="000-000"/>	Account Number:	<input type="text" value="0000000000"/>
Account Holder Name(s):	<input type="text"/>		

I/We authorise NumeroPro Pty Ltd ABN 99 620 058 920 to debit my/our account at the Financial Institution identified above through the Bulk Clearing System (BECS) in accordance with the Payment details stated above and as per the NumeroPro Pty Ltd DDR Service Agreement (Ver3.0) provided.

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 NumeroPro Pty Ltd as set out in this Request and in your Direct Debit Request Service Agreement.

Signature(s) of Nominated Account Holder

Date

Date

**DIRECT DEBIT REQUEST SERVICE AGREEMENT – NEW CUSTOMER**

The following is your Direct Debit Service Agreement with NumeroPro Pty Ltd APCA ID 424700 ABN 99 620 058 920. The agreement is designed to explain 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. We recommend you keep this agreement in a safe place 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 form

**Definitions**

- a) **account** means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.
- b) **agreement** means this Direct Debit Request Service Agreement between *you* and *us*.
- c) **Business** means the “business” as referred to on the DDR form
- d) **banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- e) **debit day** means the day that payment by *you* to *us* is due.
- f) **debit payment** means a particular transaction where a debit is made.
- g) **direct debit request** means the Direct Debit Request between *us* and *you*.
- h) **us** or **we** means **NumeroPro**, (the Debit User) *you* have authorised by signing a *direct debit request*.
- i) **you** means the customer who signed the *Direct Debit Request*.
- j) **your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.
- k) **Sponsor Bank** means the bank sponsoring NumeroPro Pty Ltd as a debit user in the direct debit system.

I/We hereby authorise NumeroPro Pty Ltd ABN 99 620 058 920 (herein referred to as “NumeroPro”) to make periodic debits on behalf of the “Business” as indicated on the front of this Direct Debit Request (herein referred to as the “Business”)

I/We acknowledge that NumeroPro is acting as a Direct Debit Agent for the Business and that NumeroPro does not provide any goods or services and has no express or implied liability in regards to the goods and services provided by the Business or the terms and conditions of any agreement that I/we have with the Business. I/We acknowledge that the debit amount will be debited from my/our account according to the terms and conditions of my/our agreement with the Business. I/We acknowledge that bank account and/or credit card details have been verified against a recent bank statement to ensure accuracy of the details provided and will contact my/our financial institution if I/we are uncertain of the accuracy of these details.

**Debiting your account**

*You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *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 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.

**Amendments by us**

*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.

**Amendments by you**

*You* may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14 days) notification by writing to: PO Box 6309 GCMC QLD 9726 or by telephoning us on (07) 5592 5800 during business hours *or* arranging it through your own financial institution.

**4. Your obligations**

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*.

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*.

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

If NumeroPro is liable to pay goods and services tax (“GST”) on a supply made in connection with this *agreement*, then *you* agree to pay NumeroPro on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

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I/We acknowledge that there may be a delay in processing if:-

- a) there is a public or bank holiday on the day, or any day after the debit date;
- b) a payment request is received by NumeroPro on a day that is not a banking business day in Queensland; and
- c) a payment request is received after normal NumeroPro cut off times, being 4:00pm Queensland time, Monday to Friday. Any payments that fall due on any of the above will be processed on the next business day.

**Dispute**

If you believe that there has been an error in debiting *your account*, you should notify us directly on (07) 5592 5800 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 with your financial institution direct. 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. 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.

**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. *Direct Debit, through BECS, is not available on all accounts.*
- 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*.

**Confidentiality**

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. Further information relating to NumeroPro's Privacy Policy can be found at <http://numeropro.com.au/NumeroPro%20Privacy%20Policy%20v1.0.pdf>

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).
- c) if the Sponsor Bank requests such information to be provided in the event of a claim or relating to an incorrect or wrongful debit.