

**St Jude's Education Centre Building Fund**  
**Direct Debit Request Form**

Please complete this form for Direct Debit donations to St Jude's Education Centre Building Fund:  New Request  Amend Existing Request

**Contact Details** Title  Surname   
Given Name/s   
Street   
Suburb  State  Postcode   
Telephone (day)   
Email

Please transfer from the financial institution account / credit card account below, the sum of \$   
 once  weekly  fortnightly  monthly  quarterly  half yearly  yearly

Commencing on  /  /  and ending on  /  /

(If no end date is provided, the transfer will continue until further notice in writing is received from you.)

**Transfer from my / our financial institution account by direct debit:**

Account Name   
Bank Name   
Branch   
BSB    Account Number   
**OR**

**Transfer from my / our credit card account:**

Cardholder's Name   
Credit Card Number   
 MasterCard  Visa Card Card Expiry Date  /

I / We authorise Melbourne Anglican Trust Corporation as trustee for the Anglican Development Fund (User ID 187736), acting on behalf of St Jude's Education Centre Building Fund, to arrange for funds to be debited from my / our nominated account via the Bulk Electronic Clearing System at the financial institution shown above according to the schedule specified above.

Name of Signatory  Name of Signatory 2 (if required)   
Signature 1  Signature 2 (if required)

**Disclosure of Personal Details:**

Yes, I / We authorise the Anglican Development Fund to disclose my / our name/s to St Jude's. I / We understand that details of my / our giving, including my / our name/s and the amount of my / our giving will appear on statements sent to the St Jude's Education Centre Building Fund Committee.

No, I / We do not wish for my / our details to be disclosed to St Jude's Education Centre Building Fund Committee.

Signature 1 ..... Signature 2 .....

**Please forward the completed Donation Form to: Anglican Development Fund, 209 Flinders Lane, Melbourne, VIC, 3000**

**Direct Debit Request Service Agreement**

**Our commitment to you**  
This document outlines our service commitment to you, in respect of the Direct Debit Request arrangements made between Melbourne Anglican Trust Corporation as trustee for the Anglican Development Fund ABN 82 862 724 352 (User ID 187736) and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

**Initial terms of the arrangements**  
In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to debit your nominated account with the agreed amount.

**Drawing arrangements**  
The first drawing under the Direct Debit arrangement will occur on the nominated date. If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date. If you are unsure, you should contact your financial institution. We will give you at least 14 days notice in writing when changes to the terms of the Direct Debit Request Service Agreement are made. If you wish to discuss any changes to these terms, please contact us by telephone on +61 3 9653 4220 during business hours or by email to [adf@adfmelbourne.org.au](mailto:adf@adfmelbourne.org.au)

**Your rights**  
**Changes to the arrangement**  
If you make changes to the drawing arrangements, please contact us by telephone on +61 3 9653 4220 during business hours or by email to [adf@adfmelbourne.org.au](mailto:adf@adfmelbourne.org.au)

These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the Direct Debit Request; or
- cancelling the Direct Debit Request completely

You may also contact your financial institution.

**Enquiries**  
Direct enquiries to us, rather than to your financial institution, and these should be made at least 10 working days prior to the next scheduled drawing date.

**Disputes**  
If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting us by telephone on +61 3 9653 4220 during business hours. You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing. You may also contact your financial institution.

**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.

We will only disclose information we have about you:

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

We may provide a copy of the Direct Debit Request to another financial institution in the event any payment that is made in accordance with the Direct Debit Request is disputed.

**Your commitment to us**  
It is your responsibility to ensure that:

- your nominated account can accept electronic transfers. Direct debiting through the Bulk Electronic Clearing System may not be available on all accounts (your financial institution can confirm this); and
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed

If your drawing is returned or dishonored by your financial institution, we will contact you and depending upon your response, may need to cancel this arrangement. Appropriate action will be taken to recover any transaction fees payable by us in respect of the foregoing.

You are advised to check your account details against a recent statement from your financial institution. If unsure, check with your financial institution before completing the Direct Debit Request.