



# Anglican Church Diocese of Sydney



## AUTHORITY TO DEDUCT OFFERTORY Direct Debit OR Credit Card

I/we request the Sydney Diocesan Secretariat to arrange for 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 Castle Hill Churchwardens' account, less any applicable charges, according to the schedule specified below, **until further notice**.

DIRECT DEBIT applicants  
CREDIT CARD applicants  
MISSION GIVING

Please complete SECTIONS 1 and 2 of this form and sign the form in SECTION 4  
Please complete SECTIONS 1 and 3 of this form and sign the form in SECTION 4  
For missions giving, in addition to regular offertory, complete SECTION 5 over page

### SECTION 1: TO BE COMPLETED BY ALL APPLICANTS

Name/s \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Service Normally Attended \_\_\_\_\_

Signature/s \_\_\_\_\_ Date \_\_\_\_\_

*If debiting from a joint account, both signatures are required*

### SECTION 2: DIRECT DEBIT AUTHORITY ... to remain active until cancelled

Name Of Financial Institution \_\_\_\_\_

Branch Of Financial Institution \_\_\_\_\_

BSB Number

Account Number

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

Please debit \$   Weekly  Fortnightly  Monthly

Commencing  Immediately OR on  /  /

### SECTION 3: CREDIT CARD AUTHORITY ... to remain active until cancelled

Type Of Credit Card  Visa  Mastercard

Card Number

Expiry Date  /

Name Of Cardholder/s \_\_\_\_\_

Signature/s \_\_\_\_\_

Please debit \$   Weekly  Fortnightly  Monthly

Commencing  Immediately OR on  /  /

### SECTION 4: SIGNATURE/S

I/we acknowledge receipt and acceptance of the Customer Direct Debit/Credit Card Service Agreement. (Please see over page).

\_\_\_\_\_  
*Signature or Signatures as above*

## SECTION 5: MISSIONS GIVING ... in addition to regular offertory authorised in Section 2 or 3

Please debit \$  in addition to my regular offertory authorised in Section 2 or 3 of this form.

Weekly

Fortnightly

Monthly

Please allocate this Missions offertory to

General Missions

Specific

Name Of Mission

Commencing

Immediately OR on

Notes \_\_\_\_\_



Anglican Church Diocese of Sydney

## CUSTOMER DIRECT DEBIT/CREDIT CARD Service Agreement



### DIRECT DEBIT REQUEST SERVICE AGREEMENT

#### 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.

#### SDS's 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 taking into account the type of commitment. 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 your chosen ministry 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 SDS

Please ensure:

- Your nominated bank account or credit card account can accept Direct Debit;
- Sufficient cleared funds are available in the nominated bank account on the day to be drawn on;
- 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 your local ministry organisation to discuss any of the following matters:

- Defer the drawing
- Alter the schedule
- Stop an individual debit
- Suspend or cancel the Direct Debit Request

Please contact SDS on (02) 9284 1448 or 1800 636 134 (free call) for further assistance or if you wish to dispute any debit made.