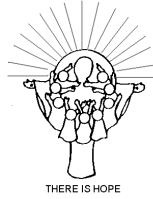


Childcare Kitgum Development Fund

Managed by *Childcare Kitgum Servants Inc.* ABN 58 397 511 404

DIRECT DEBIT REQUEST

Request to establish Debit Authority within the
Direct Debit System



P O Box 342, Belrose NSW 2085
Office: 5 Beckman Parade,
Frenchs Forest
NSW 2086
ABN 40 371 749 224
Tel: (02) 9451 3463
Fax: (02) 9451 9440
www.cks.org.au

Financial Institution Name: _____

Institution Address: _____

City, State and Postcode: _____

(to be completed by sponsor)

I/We _____,
Sponsor Name(s) giving Direct Debit Request

Sponsor Residential Address

Postcode

Authorise **Childcare Kitgum Development Fund** with User ID Number **343506**
to arrange for funds to be debited from my/our account, held with the Financial Institution identified above,
as described in The Schedule below.

Payment Details:

Payment amount: _____ per month, being \$35pm per child

Payment timing: Week 1: Week 2: Week 3: Week 4:

where Week 1 is deemed to be the first week having
the first of the month on or before Wednesday

The payment is for: Sponsorship

Identified by Reference Information : Sponsorship

The Schedule

Details of account to be debited:

Account held in the name(s) of: _____

Financial Institution's BSB: -

Account Number: _____

(Please check with your Financial Institution to ensure the account nominated will facilitate direct debiting. See attached Service Agreement Clause 5.)

NOTE: For Credit Unions, this is *not* your membership Number; it may be referred to as your Link Number.

Direct Debit Request Authorisation

I/We have read and understood the "Service Agreement" overleaf and acknowledge and agree to it.

I/We request this Arrangement remain in force in accordance with The Schedule described above and in compliance with the
"Service Agreement" overleaf.

Sponsor(s) Signature: _____ Date: _____

_____ Date: _____

DIRECT DEBIT REQUEST

Request to establish Debit Authority within the Direct Debit System

Service Agreement

1. **Childcare Kitgum Development Fund** (the “Debit User”) will debit the BSB/Account nominated in The Schedule of this Direct Debit Request as specified.
2. **Childcare Kitgum Development Fund** will give not less than 14 days written notice to the sponsor should it propose to vary the arrangements of this Direct Debit Request.
3. A sponsor may request **Childcare Kitgum Development Fund** to defer or alter the payment amount specified in the Schedule of this Direct Debit Request. Requests authorising these changes may be made by written advice or phoning **Childcare Kitgum Development Fund** on (02)9451 3463 or emailing to sec@cks.org.au.
Sponsors may change the:
 - Due Week of Payment
 - Payment Amount

Sponsors wishing to vary the drawing account details specified in The Schedule of this Direct Debit Request must provide signed authority for Such changes to be effected.

4. In compliance with the Industry’s Direct Debit Claims Process, **Childcare Kitgum Development Fund** will assist sponsors disputing any payment amount drawn on the nominated BSB/Account in The Schedule of this Direct Debit Request. **Childcare Kitgum Development Fund** will endeavor to resolve this matter within the Industry agreed timeframes. Sponsors may visit any branch of their financial institution and complete a “Direct Debit System Claim Request” form to initiate the process.
5. **Childcare Kitgum Development Fund** advises that some Financial Institution accounts do not facilitate direct debits and as such the sponsor must check with their Financial Institution to ensure the account nominated in The Schedule of this Direct Debit Request enables direct debiting.
6. It is the sponsor’s responsibility to ensure at all times there is sufficient cleared funds available, at the due date of the debit drawing, to enable payment from the BSB/Account as nominated in The Schedule of this Direct Debit Request.
7. **Childcare Kitgum Development Fund** advises the debit drawing will be made in the agreed week as nominated in The Schedule of this Direct Debit Request. When the due date is a closed business day **Childcare Kitgum Development Fund** will initiate the debit drawing on the next open business date. Sponsors may direct processing inquiries to their financial institution.

A closed business day is defined as any calendar day on which the sponsor’s financial institution is not open for direct debit processing. That is

- Weekends
 - Public Holiday – State
 - Public Holiday – National
8. Where an unpaid debit item is returned by the sponsor’s financial institution, **Childcare Kitgum Development Fund** will apply an Outward Dishonor Fee to the sponsor’s account.
 9. Sponsors who wish to cancel this Direct Debit Request must notify **Childcare Kitgum Development Fund** in writing not less than 7 days before the next scheduled debit drawing.
 10. **Childcare Kitgum Development Fund** requests the sponsor to direct all inquires, disputes requests for payment changes or cancellation directly to them.
 11. **Childcare Kitgum Development Fund** agrees to keep confidential all sponsor’s records and account details contained in The Schedule of this Direct Debit Request unless authorised to release such information pursuant to a debit item dispute or similar event where the sponsor has provided prior consent to do so.