



# Payment Authority

Request and authority to debit the account named below to pay Mercedes College

## Parent/Caregiver Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Payment Details

Mercedes College Account Number (if known): \_\_\_\_\_

The amount to be debited: \$ \_\_\_\_\_

## Frequency of Debit

Once off

Weekly (Friday)     Fortnightly (Friday)    Start date: \_\_\_\_\_ Finish date\*: \_\_\_\_\_ OR     Ongoing

Monthly     3rd     16th     26th    Start date: \_\_\_\_\_ Finish date\*: \_\_\_\_\_ OR     Ongoing

\* A new Payment Authority will be required in the new school year.

**Please complete A or B:**

## A. Bank account to be debited

Financial institution name: \_\_\_\_\_

Address: \_\_\_\_\_

### Details of account

Name of account: \_\_\_\_\_

BSB:          Account Number:

## B. Credit card to be debited

Name of cardholder: \_\_\_\_\_ Type of card:     VISA     Mastercard

Card number:                    Expiry date: \_\_\_\_ / \_\_\_\_

## Request and authority to debit as nominated above

I hereby request and authorise Mercedes College, Debit User ID 067896 to arrange, through its own financial institution, for any amount Mercedes College may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified above and paid to the Debit User, subject to the terms and conditions of the Payment Authority Agreement [and any further instructions provided below].

By signing this Payment Authority Agreement I/we acknowledge reading and understanding the terms and conditions governing the debit arrangements between you and Mercedes College as set out in this Request and in your Payment Authority Agreement.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Payment Authority Agreement

### Definitions

- 'account' means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

- 'agreement' means this Payment Authority Agreement between you and us.

- 'business day' means a day other than a Saturday or Sunday or a public holiday listed throughout Australia.

- 'debit day' means the day that payment by you to us is due.

- 'debit payment' means a particular transaction where a debit is made.

- 'Payment Authority' means the Payment Authority Agreement between us and you.

- 'us' or 'we' means **Mercedes College** you have authorised by signing the Payment Authority request.

- 'you' means the customer who signed the Payment Authority request.

- 'your financial institution' is the financial institution where you hold the account that you have authorised us to arrange to debit.

### 1. Debiting your account

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.

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 business day, we may direct your financial institution to debit your account on the previous business day.

If you are unsure about which day your account has or will be debited you should ask your financial institution.

### 2. Changes 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.

### 3. Changes by you

Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us by phone on +61 8 8372 3200.

If you wish to stop or defer a debit payment you must notify us in writing at least 28 days before the next debit day. This notice should be given to us in the first instance.

You may also cancel your authority for us to debit your account at any time by giving us 7 days' notice in writing before the next debit day.

This notice should be given to us in the first instance.

### 4. Your obligations

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

### 5. Dispute

If you believe that there has been an error in debiting your account, you should notify us directly at Mercedes College on +61 8 8372 3200 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.

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. Any queries you may have about 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 cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

### 6. 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.

(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.

### 7. 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 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).

### 8. Notice

If you wish to notify us in writing about anything relating to this agreement, you should write to Mercedes College.

We will notify you by sending a notice in the ordinary post to the address you have given us in the Payment Authority.

Any notice will be deemed to have been received two (2) business days after it is posted.

## Office Use Only

Request received: \_\_\_\_\_

Processed: \_\_\_\_\_

Acknowledgement sent: \_\_\_\_\_