

CATHOLIC SUPER

Employer direct debit request for Employer Online



Address: GPO Box 180 Melbourne VIC 3001

Phone: 1300 655 002 **Fax:** (03) 9934 3465 **Email:** info@csf.com.au **Internet:** www.csf.com.au

Please use BLOCK letters and black ink when completing this form. This request will be invalid if unsigned.

Section 1: Employer details

Employer Number	Month deductions to commence (MM/YYYY)	
<input type="text"/>	<input type="text"/>	
Employer Name		
<input type="text"/>		
Email		
<input type="text"/>		
Contact Name		
<input type="text"/>		
Street Number / PO Box	Street Name	
<input type="text"/>	<input type="text"/>	
Suburb / Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2: Details of the account to be debited

Bank/financial institution name		
<input type="text"/>		
Street Number / PO Box	Street Name	
<input type="text"/>	<input type="text"/>	
Suburb / Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of account to be debited		
<input type="text"/>		
BSB number	Account number	
<input type="text"/>	<input type="text"/>	

Section 3: Business / Company details

Given Names / Surname
<input type="text"/>
Company Name
<input type="text"/>
Australian Business Number (ABN)
<input type="text"/>

Section 4: Authorisation (You must sign and date this form)

Until I give further notice in writing, I authorise Catholic Super to debit the company account at the financial institution identified on previous page, any amount which Catholic Super may debit or charge me through the direct debit system. I agree to meet any bank charges resulting from my use of the direct debit system. I understand and acknowledge that:

- the financial institution may, in its absolute discretion, determine the order of priority of payment by it of any monies pursuant to this request or any authority or mandate,
- the financial institution may, in its absolute discretion, at any time by notice in writing to me, terminate this request as to future debits, and
- the user may, by prior arrangement and advice to me, vary the amount of frequency of future debits.

Privacy

In completing this form:

- I confirm that I have read the Catholic Super Privacy Statement, understand how Catholic Super intends to handle my personal information and that my personal information will be used only for the purposes specified.
- I consent to the use and disclosure of my personal information to implement my direct debit request.

(If you have any questions about your rights under the privacy legislation, please call us on 1300 655 002.)

Applicant's signature



Date (dd/mm/yyyy)

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Co-account Holder's signature



Date (dd/mm/yyyy)

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Important information

Direct Debit is an easy way to pay your superannuation contributions to Catholic Super. You can use the Direct Debit facility through your bank or other financial institution. Please check with your financial institution to make sure this facility is available. The benefits in using the Direct Debit facility are:

- it is a fast and accurate way to pay your contributions to your employer account
- you will save time and money on posting
- you will no longer need to send cheques.

Direct Debit Request Service Agreement

Why an agreement?

Through the Direct Debit Request (DDR) you are allowing us to debit amounts from your bank* account. The amount we will debit from your account depends on the instructions to us via the DDR form or any changes appropriately notified to us.

**Please note that where we talk about 'bank', this could also mean other financial institutions.*

If Catholic Super wants to change this agreement.

We will notify you 14 days before making any changes to this agreement.

If you want to change your direct debit or make an enquiry.

Please contact Catholic Super if you wish to:

- delay or change your Direct Debit (you need to advise us at least three business days before the date we will debit your bank account),
- cancel the DDR - (you need to advise us at least three business days before the date we will debit your bank account). or
- dispute a debit that has been made from your bank account – we will respond to your dispute within five business days.

Due date for Direct Debits, weekends and public holidays

Your account will be debited as per the amount instructed by you, on the next business day.

Make sure you have enough money in your bank account.

You should make sure that you always have enough cleared funds in your account for us to debit your account. If there isn't enough money (i.e. cleared funds) in your account, we will still make the debit. But if your bank dishonours the debit we may pass on to you any dishonour fees and/or any costs incurred by Catholic Super.

Confidentiality.

We will keep your bank account details confidential except when a court order applies, if Catholic Super's bank requires information about your account, or if you give us permission to reveal your bank details.

Check that you give us your correct details.

Before completing the form please check that:

- your nominated bank account permits direct debiting (as some accounts do not), and
- the account number you give us is correct.