



**Church Missionary Society – Tasmania (User ID 314011)
Direct Debit Request (DDR)**

PART A – Your contact details

Full name:

Postal address: STATE P/CODE

Telephone: H W M

Email address:

PART B – Schedule

Debit frequency: Monthly Quarterly Six-monthly Annually

Debit amount: \$

Month of first debit:

Number of debits: Continue until further notice **OR** Stop after payments

Funds to be debited by CMS for support of:

\$ **Missionary Support Fund (non-tax deductible)**

\$ **Overseas Aid Fund (tax deductible)**
(to support CMS development/relief workers in countries as approved by the Federal Government)

\$ **Aboriginal Missionary Work in North Australia Fund (tax deductible)**

\$ **St Andrew’s Hall Building Fund (tax deductible)**

PART C – Cheque/Savings Account OR Credit/Debit Card Authorisation

Debits will be made through the Bulk Electronic Clearing System (BECS) from your account nominated below subject to the terms and conditions as set out in the Direct Debit Request Service Agreement on pages 3-4.

By signing and/or providing us with a valid instruction regarding your Direct Debit Request, you signify that you have read, understood and agreed to these terms and conditions governing the debit arrangements between you and Church Missionary Society – Tasmania.

CHEQUE/SAVINGS ACCOUNT: I/We request and authorise Church Missionary Society – Tasmania (User ID 314011) to arrange for funds to be debited from my/our nominated cheque/savings account according to the schedule specified above. [If a joint account is nominated, both signatures may be required.]

Financial Institution: Branch:

Account name:

BSB: - Account number:

Signature: Date:

Signature: Date:

OR

CREDIT/DEBIT CARD: I request and authorise Church Missionary Society – Tasmania (User ID 314011) to arrange for funds to be debited from my nominated Visa or MasterCard account according to the schedule specified above.

Card number:

Expiry: /

Name on card:

Signature:

Date:

Please post your completed Direct Debit Request (pages 1-2 only) to CMS Tasmania.

It is suggested that you keep a copy for your records.

CMS Tasmania

P: 23 Clarence St, Bellerive TAS 7018

T: (03) 6244 3926

E: tas@cms.org.au



Direct Debit Request (DDR) Service Agreement

This is your Direct Debit Service Agreement with Church Missionary Society – Tasmania. It explains your obligations when undertaking a Direct Debit arrangement with us, as well as our obligations to you as your Direct Debit provider.

Please keep this Agreement (pages 3-4), together with a copy of the Direct Debit Request (pages 1-2) which you are sending to us, for future reference. It sets out the terms and conditions of your Direct Debit Request and should be read in conjunction with it.

Enquiries

- You can contact CMS Tasmania directly (details below) or, alternatively, contact your financial institution.

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 Direct Debit Request Service Agreement between you and us
- **banking day** means a day other than a Saturday or a 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
- **Direct Debit Request** means the Direct Debit Request between us and you
- **us** or **we** means Church Missionary Society – Tasmania
- **you** or **your** refers to the customer who has signed or authorised by other means the *Direct Debit Request*
- **your financial institution** means the financial institution nominated by you on the DDR at which the *account* is maintained

Debiting your account

- By signing a *Direct Debit Request* or by providing us with a valid instruction, you have authorised us to arrange for specified funds to be debited from *your account*. You should refer to the *Direct Debit Request* and this agreement for the terms and conditions 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 *banking day*, the debit will take place on the following *banking day*. If you are unsure about which day your *account* has or will be debited, you should ask your *financial institution*.

Amendments

- You may change, stop or defer a *debit payment*, or terminate this agreement, by contacting CMS Tasmania (details below) with at least seven (7) days' notice **or** by arranging it through your *financial institution*, which is required to act promptly on your instructions.
- We may only vary details of this agreement or your *Direct Debit Request* by giving you at least fourteen (14) days' written notice.

Your obligations

- It is your responsibility to ensure that there are sufficient cleared funds available in your *account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*. If there are insufficient cleared funds in your account to meet a *debit payment*, you may be charged a fee and/or interest by your *financial institution*, and we will ask you to refund to us any transaction or dishonour fees incurred by us in such a situation.
- It is your responsibility to advise us if your nominated *account* is transferred or closed.
- You should check your *account* statements to verify that the amounts debited from your *account* are correct.

Your account

- You should check:
 - with your *financial institution* as to whether direct debit is available from your *account*, as it is not available on all accounts offered by financial institutions.
 - that your *account* details which you provide to us are correct, by checking them against a recent account statement; and
 - with your *financial institution* before completing the *Direct Debit Request* if you have any queries about how to complete it.

Disputes

- If you believe that there has been an error in debiting your *account*, you should notify CMS Tasmania directly as soon as possible (details below).
- If you do not receive a satisfactory response from us concerning the dispute, you can take it up directly with your *financial institution*.
- If we conclude as a result of our investigations that your *account* has been incorrectly debited, we will arrange for your *financial institution* to refund your *account* (including any interest and charges incurred) accordingly, and will notify you in writing of any such adjustment.
- If we conclude as a result of our investigations that your *account* has not been incorrectly debited, we will provide you with an explanation and evidence for this conclusion in writing.

Confidentiality

- We will keep all information (including your *account* details) in your *Direct Debit Request* confidential. We will make all 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 that information do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you to the extent specifically required by law, or for the purposes of this *agreement*, including disclosing information in connection with any query or claim.

Notifications

- If you wish to notify us about anything relating to this *agreement*, please write to us at the address below. We will respond by post to the address you have given us in the *Direct Debit Request*. Any response will be deemed to have been received on the third *banking day* after posting.

Receipts

- All receipts for direct debit donations will be issued together at the end of the financial year.

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Church Missionary Society – Tasmania An Alternative to Direct Debit: Donations by Online Transfer

Although CMS Tasmania now has the ability to arrange, with your permission, for regular direct debit donations to be paid from your cheque/savings or credit/debit account, **you can also initiate one-off or regular donations** by means of your own internet banking, at no cost to CMS, using the following details:

Account name: Church Missionary Society – Tasmania Inc
BSB: 037-608
Account number: 277939

If you do not know how to set up online payments, please consult your financial institution.

Using this method, you retain complete control and do not need to give CMS permission to debit your account.

As with direct debits, your donations can be designated to different CMS funds:

- **Missionary Support Fund (non-tax deductible)**
- **Overseas Aid Fund (tax deductible)**
(to support CMS development/relief workers in countries as approved by the Federal Government)
- **Aboriginal Missionary Work in North Australia Fund (tax deductible)**
- **St Andrew's Hall Building Fund (tax deductible)**

When making such donations, please ensure that you include your **surname** and **donation designation** in the reference/description box.

Once you have organised for one-off or regular donations to be made in this way, please email the CMS Tasmania Treasurer, Craig Arnold, at clear3@bigpond.com to notify him of **all details**, including **date**, **frequency** (if applicable) and **designation** of your donation(s).

As with direct debits, all receipts for regular donations will be issued together at the end of the financial year.

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