

SUPPORTER PAYMENT FORM (and Direct Debit Request)

Please print out the form, complete and return to Carbon Community Foundation (post, fax and email details above):

New Request Amend Existing Request

Contact Details

Title Surname

Given Name/s

Street

Suburb Postcode

Phone (day)

Email

Please transfer from the financial institution account / Credit Card Account below, the sum of \$

to Carbon Community Foundation.

once weekly fortnightly monthly quarterly half yearly yearly

Commencing on / / and ending on / /

(If no end date is provided, the transfer will continue until further notice in writing is received from you)

<p>Transfer from my / our financial institution account by direct debit:</p> <p>Account Name <input type="text"/></p> <p>Financial Institution <input type="text"/></p> <p>Branch <input type="text"/></p> <p>BSB <input type="text"/> <input type="text"/> <input type="text"/> Acct No <input type="text"/></p> <p>OR</p> <p>Transfer from my / our Credit Card account:</p> <p>Cardholder's Name <input type="text"/></p> <p>Credit Card Number <input type="text"/></p> <p><input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Card Card Expiry Date <input type="text"/> / <input type="text"/></p> <p>OR</p> <p>Cheque:</p> <p><input type="checkbox"/> Cheque enclosed (payable to Carbon Community Foundation) for \$ <input type="text"/></p>	<p>Direct my donation to:</p> <p><input type="checkbox"/> Carbon Community Foundation Fund</p>
<p>Office Use Only:</p> <p>ADF Account Name <input type="text"/></p> <p>ADF Account No <input type="text"/></p>	

I / We authorise Carbon Community Foundation (Debit User Anglican Diocese of Melbourne, User ID 187736 for Anglican Development Fund) to arrange for funds to be debited from my / our nominated account via the Bulk Electronic Clearing System at the financial institution shown above according to the schedule specified above.

Name of Signatory 1

Signature 1 / Cardholder's Signature

Date / /

Name of Signatory 2

(if required)

Signature 2 (if required)

Direct Debit Request Service Agreement

Our commitment to you
This document outlines our service commitment to you, in respect of the Direct Debit Request arrangements made between Carbon Community Foundation (Debit User Anglican Diocese of Melbourne ABN 79 866 748 591, User ID 187736 for the Anglican Development Fund) and you. It sets out your rights, our commitment to you and your responsibilities to us, together with where you should go for assistance.

Initial terms of the arrangements
In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account with the agreed amount.

Drawing arrangements
The first drawing under the Direct Debit arrangement will occur on the nominated date. If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date. If you are unsure, you should contact your financial institution. We will give you at least 14 days notice in writing when changes to the terms of the Direct Debit Request Service Agreement are made. If you wish to discuss any changes to these terms, please contact us by telephone on (03) 9758 7206 during business hours or by email to info@carboncommunity.org.au

Your rights
Changes to the arrangements
If you make changes to the drawing arrangements, please contact us by telephone on (03) 9758 7206 during business hours or by email to info@carboncommunity.org.au

These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the Direct Debit Request; or
- cancelling the Direct Debit Request completely

You may also contact your financial institution.

Enquiries
Direct enquiries to us, rather than to your financial institution, and these should be made at least 10 working days prior to the next scheduled drawing date. All personal customer information held by us will be kept confidential except that information provided to the Anglican Development Fund (Anglican Diocese of Melbourne) and their financial institution to initiate the drawing from your nominated account or in connection with a claim made relating to an alleged incorrect or wrongful debit.

Disputes
If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting us by telephone on (03) 9758 7206 during business hours. You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing. You may also contact your financial institution.

Your commitment to us
It is your responsibility to ensure that:

- your nominated account can accept electronic transfers as direct debiting through BECS may not be available on all accounts (your financial institution can confirm this); and
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed
- if your drawing is returned or dishonored by your financial institution, we will contact you and depending upon your response, may need to cancel this arrangement. Appropriate action will be taken to recover any transaction fees payable by us in respect of the foregoing.
- you are advised to check your account details against a recent statement from your financial institution. If unsure, check with your financial institution before completing the Direct Debit Request.