

# Direct Debit Request Form

Mission & Service Fund Contributions  
Direct Presbytery Contributions  
Redress Levy



The Uniting Church in Australia  
Synod of South Australia

## 1. Your Congregation's Details

Congregation: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### SELECT YOUR PRESBYTERY

- Presbytery of Southern SA  
 Wimala Presbytery  
 Generate Presbytery

## 2. Contribution Schedule

**Total 2023 Operating Income: \$** \_\_\_\_\_

*Please select your Presbytery above, prior to entering the 2023 Operating Income.*

*The Mission & Service Fund, Direct Presbytery Contribution and UCA Redress Levy will be calculated using this figure. Please refer to the guidance notes regarding what items should be included in the above operating income figure.*

**2024 UCA Redress Levy: \$** \_\_\_\_\_

*This contribution towards participation in the National Redress Scheme is calculated at the higher of 0.17% of operating income or a minimum payment of \$20. This levy will be automatically included in the 28 March payment.*

2024 Transaction Dates	Mission & Service Fund Contribution (10% of Total Income)	Direct Presbytery Contribution (2% of Total Income)	Redress Levy (The higher of 0.17% of Total Income or \$20)	Total Monthly Direct Debit
28 March (Thursday)				
30 April (Tuesday)				
31 May (Friday)				
28 June (Friday)				
31 July (Wednesday)				
30 August (Friday)				
30 September (Monday)				
31 October (Thursday)				
29 November (Friday)				
20 December (Friday)				
<b>TOTAL CONTRIBUTION:</b>				

*\*Any contribution forms received after 28 March will have payments divided evenly over the remaining transaction dates.*

## 3. Financial Institution Details

Financial Institution: \_\_\_\_\_ BSB Number (Six digits): \_\_\_\_\_ Account Number (Max. nine digits): \_\_\_\_\_

Account Holder (Congregation or Parish/Linked Congregation name): \_\_\_\_\_

## 4. Authorisation

We authorise the Uniting Church in Australia Synod of South Australia (Debit User ID: 085107) to debit the amounts provided in the Contribution Schedule, including any subsequent amendments, from our nominated financial institution. We acknowledge that all payments will be processed in accordance with the Direct Debit Request Service Agreement.

**Your Treasurer may modify the Contribution Schedule by contacting the Synod Financial Services Team on 1300 766 956. This Direct Debit Request will remain a standing authority for future contributions as directed by the Treasurer.**

**Authorised Signatures** (If the Synod already holds a Direct Debit authority only the Treasurer needs to sign)

\_\_\_\_\_  
Name:  
Position:  
Date: / /

\_\_\_\_\_  
Name:  
Position:  
Date: / /

## Direct Debit Request Service Agreement

This agreement outlines our service commitment to you with respect to the Direct Debit Request (DDR) Service Agreement made between Uniting Church SA Synod (Debit User ID: 085107) and you. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR Authorisation Form.

### 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.

**Business Day** means a day other than a Saturday or a Sunday or a public holiday listed throughout South 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 the Uniting Church SA Synod of South Australia.

**You** means the organisation who has authorised 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 the Direct Debit Request or providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account with an Australian financial institution. 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 following business day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

### Changes by you

You may cancel, alter or suspend your drawing arrangements at any time by calling us at least two (2) business days before the cancellation, alteration or suspension is to take effect. You may also stop or defer an individual drawing by calling us at least two (2) business days before the scheduled drawing date.

We may not be able to cancel, alter, suspend, stop or defer a drawing if you provide us with notification less than two (2) business days before the scheduled drawing. You may be liable for any penalties charged by your external financial institution if you provide less than two (2) business days notification and your transaction has already been processed.

### Your obligations

It is your responsibility to:

- Ensure that there are sufficient cleared funds in your external account on the due date to enable the drawing to be made in accordance with your instructions and the Direct Debit Request;
- Ensure that the authority given to us to draw on your external account is consistent with the account authority or signing instructions held by your financial institution for that account;
- Advise us if your external account is transferred, closed or any other account details change;

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;
- You may also incur fees or charges imposed or incurred by us; and
- 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.

## **Disputes**

If you believe that a drawing has been initiated incorrectly you should contact the Uniting Church SA Financial Services Team on 1300 766 956 in the first instance.

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.

If we conclude, as a result of our investigation, 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. All enquiries regarding this agreement should be directed to us rather than your external financial institution.

## **Accounts**

You should check:

- 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;
- Your account details which you have provided 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 the Direct Debit Request.

## **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:

- To the extent specifically required by law;
- For the purposes of this agreement (including disclosing information in connection with any queries or claims);
- We may provide a copy of the Direct Debit Request to another financial institution in the event that any payment made in accordance with the Direct Debit Request is disputed.

## **Liability**

To the extent permitted by law, we are not liable for any loss or damage you suffer as a result of using this facility or any delay, omission or failure in respect of any debit including but not limited to technical/system failure or third party failure.

**Please direct any questions you have in relation to this Direct Debit Request Service Agreement to the Uniting Church SA - Financial Services Team.**

**Phone:** 1300 766 956  
**Email:** [finance@sa.uca.org.au](mailto:finance@sa.uca.org.au)

**Post:** Uniting Church SA – Financial Services Team  
GPO Box 2145, ADELAIDE SA 5001