

# Donation Form



## 1. PERSONAL DETAILS

I/We wish to support the work of the Uniting Foundation with the following donation:

Title:  Given Names:

Address:

Suburb:

State:  Postcode:

Telephone:  Mobile:

Email:

## 2. AMOUNT & FREQUENCY

Donation: \$

### REGULAR DONATION DETAILS (if applicable)

Commencing from / / , please debit the above amount

Weekly  Fortnightly  Monthly  Quarterly

## 3. PAYMENT METHOD

Cheque/money order

Card Number  -  -  -

Expiry Date  /

Visa  
 MasterCard  
 Bankcard

Customer Verification Value (last three digits in number on back of card)

Name on Card

Direct Debit

BSB Number  -

Account Number

Account Name (e.g. BA Thomas)\*

\*Joint accounts may require both parties to sign this form

## 4. SIGNATURES

I/We understand that by completing this Donation Form I/we have authorised UC Invest (User ID 186213 / 332875) ABN 25 068 897 781 on behalf of the Uniting Foundation to debit my/our requested donation from the nominated financial institution account noted in section 3 of this form. I/We acknowledge our rights and responsibilities as outlined in the Direct Debit Request Service Agreement and recognise that no transfer of funds will take place without my/our consent.

Date: / /

Date: / /



# Direct Debit Request Service Agreement

Please take time to read this document carefully

This document outlines our service commitment to you in respect of the Direct Debit Request (DDR) arrangements made between UC Invest (User ID 186213 / 332875) on behalf of the Uniting Foundation and you. It sets out our commitment to you, your rights, your responsibilities and where you should go for assistance.

## OUR COMMITMENT TO YOU

In the arrangement made between UC Invest on behalf of the Uniting Foundation and signed by you, we agree to debit your nominated bank or credit union account for your specified amount as a donation to the Uniting Foundation.

Your donation will be debited from your nominated account on the first business day that your *Donation Form* is received by UC Invest.

If you elect to support the Uniting Foundation through a *Regular Donation* as requested on your *Donation Form*, the first debit will take place on the later of your nominated commencement date or the first business day after your form is received by UC Invest.

*Regular Donations* will commence on your nominated schedule starting from the first drawing date.

## YOUR RIGHTS

You may cancel, alter or suspend either your *Regular Donation* schedule or an individual debit within a *Regular Donation* schedule at any time by contacting UC Invest on 8277 0822 at least two business days prior to the next scheduled drawing date.

All general enquiries about your donation arrangements should be directed to UC Invest, rather than your financial institution.

All personal information held by UC Invest is kept strictly confidential. Only information required to initiate the requested drawing from your account will be divulged to any third party or financial institution.

If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting 8227 0822 between 9:00am and 5:00pm Monday to Friday.

If you do not receive a satisfactory response from UC Invest to your dispute, contact your financial institution who will respond to you with an answer to your claim:

- Within 7 business days (for claims lodged within 12 months of the disputed drawing) or
- Within 30 business days (for claims lodged more than 12 months after the disputed drawing)

You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

*Note: Your financial institution will ask you to contact UC Invest to resolve your disputed drawing prior to involving them.*

## YOUR RESPONSIBILITIES

It is your responsibility to ensure that:

- Your nominated account can accept direct debits (*please contact your financial institution if unsure*)
- You have sufficient cleared funds in the nominated account on the drawing date
- You advise us if the nominated account is transferred or closed
- The authority given to UC Invest to draw on your nominated account is consistent with the account authority or signing instructions held by your financial institution for that account
- Your attorney does the above if you do not

If your drawing is returned or dishonoured by your financial institution we will contact you by mail and/or telephone advising you of this problem. Any transaction fees payable by us in respect of the above will be passed on to you or recovered from your donation.