

# CHANGE DIRECT DEBIT



*Catholic Development Fund*

**Cancel, alter or suspend an existing Direct Debit Request.**  
 (If account details are being changed then **a cancellation of the existing request**, together with **a new Direct Debit Request** is required.)

Completed form should be returned to parish, school or agency.  
 It will then be forwarded to the **CDF**.  
 Five working days are required to action change.

**SCHOOL:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

I/we have previously authorised the **Catholic Development Fund** (User Identification No 025230) to arrange for funds to be debited from my/our account held at the financial institution specified.

**Financial Institution:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**BSB:**

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**Account:**

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**Account Name:** \_\_\_\_\_

After the debit on: \_\_\_\_\_ (date)  
 (This payment will be made)

**CANCEL/ALTER/SUSPEND (Please circle)** my request to be:

Amount	Commence/Recommence	Frequency			
\$	(Date)	Weekly		Fortnightly	
		Monthly		Half Yearly	

**Signature/s** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature/s** \_\_\_\_\_ **Date** \_\_\_\_\_

(By signing this request, I/we acknowledge having read and accepted the terms and conditions on the attached *Service Agreement*.)

<b>School Use:</b>	Family ID:	
	CDF Authority #:	

## **CDF DIRECT DEBIT SERVICE AGREEMENT**

### **1) General**

- 1.1 This agreement sets out the terms and conditions on which the **Catholic Development Fund** will provide for the processing of the payments of school fees, parish planned giving donations or hostel rents by direct debit from your commercial financial institution account.
- 1.2 All arrangements must be made through the school and completed forms processed by the school before acceptance by the **CDF**.

### **2) Accounts for Direct Debit**

- 2.1 Clients should note that
  - Direct debiting through the Bulk Electronic System is not available on all accounts. If in doubt the client should check with their financial institution; and,
  - account details should be checked against a recent statement from the financial institution.

### **3) Payment Frequency**

- 3.1 Direct Debit arrangements allow for up to four payment frequencies from the commencement date as specified by the client.

### **4) Cleared Funds**

- 4.1 It is the client's responsibility to ensure that sufficient clear funds are available in their nominated account by the due date to permit the payment of debit amounts indicated.

### **5) Non-Working Days and Public Holidays**

- 5.1 If the due date for payment falls on a non-working or public holiday, the payment will be processed on the next available working day.

### **6) Returned/Unpaid Transactions**

- 6.1 If the payment is rejected by the designated financial institution, the **CDF** will pass on the rejection to the school. The **CDF** is reliant on the school to cancel or stop the Direct Debit.
- 6.2 If the payment is rejected by the designated financial institution with the notation "Account Closed", "No Account" or "Payment Stopped" then the **CDF** will cancel the Direct Debit.

### **7) Alterations of Direct Debit Arrangements**

- 7.1 A "Change Direct Debit" form (F021) must be completed in order to cancel, suspend, change date or amount of an existing Direct Debit. The requisite forms can be accessed on the CDF web site, [www.cdf.cg.catholic.org.au](http://www.cdf.cg.catholic.org.au) On completion the forms should be forwarded to the CDF.
- 7.2 Any change to the debit account requires cancellation of the current debit (Form 021) and the completion of a new Direct Debit request (F020)

### **8) Disputing a Direct Debit Item**

- 8.1 All concerns regarding the Direct Debit arrangements should first be directed to the parish, school or agency.