

DIRECT DEBIT REQUEST



A•S•U

Request and Authority to debit

Request and Authority to debit the account named below to pay Australian Services Union NQ Clerical and Administrative Branch.

Surname or company name _____

Given names or ACN/ARBN _____ ("you")

Request and authorise Australian Services Union NQ Clerical and Administrative Branch (ASU NQ C&A) (User ID 302421) to arrange for any amount ASU NQ C&A may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution below subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].

Australian Services Union

North Queensland Clerical and Administrative Branch

Federated Clerks Union North Queensland Union of Employees

485 Flinders St
Townsville
QLD 4810

Postal Address:
PO Box 135
Townsville
Qld 4810

Phone: 07 4771 2873
Fax: 07 4721 1582
Email:

Branch Secretary
Margie Dale
asunqca@bigpond.com

Finance Officer
Jeanine Orzani
jeanine.orzani@bigpond.com

Insert the name and address of financial institution at which account is held

Financial institution name _____

Branch Address _____

Insert details of account to be debited

Name of account _____

BSB number ____ - ____

Account Number _____

Acknowledgement

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and ASU NQ C&A as set out in this Request and in your Direct Debit Request Service Agreement.

Insert your signature and address

Signature _____

Two signatories to sign if joint account.

(If signing for a company, print full name and capacity for signing eg: Director)

Address _____

Date ____/____/____

AMOUNT PER FORTNIGHT

\$ _____

The amount will be deducted in accordance with this authority and shall be the amount, as determined in the current Union Contributions Fee Structure, which the Branch Secretary of the ASU NQ C&A Branch, has provided.

The amount payable by me shall be in accordance with the rules of the Union and as determined by the Branch Council of the Union.

The direct debit will commence upon receipt of this request and will coincide with the next direct debit run. If you wish to confirm this date, please contact the union office on 1800 019 220.

How do you arrange to pay your union subscription by Direct Debit?

It's easy

Fill out this Direct Debit Request and return to the ASU NQ C&A. Make sure you retain the Direct Debit Request Service Agreement for your records.

Check with your financial institution to ensure there won't be any transaction fee payable by you.

If you need any help call our membership section on 1800 019 220.



DIRECT DEBIT REQUEST SERVICE AGREEMENT

DEFINITIONS:

account means the account held at *your financial institution* from which we are authorized 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 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 Australian Services Union NQ Clerical and Administrative Branch.

you means the customer who signed the *direct debit request*.

Your *financial institution* is the financial institution where *you* hold the *account* that *you* have authorized *us* to arrange to debit.

1. DEBITING YOUR ACCOUNT:

- 1.1 By signing a direct debit request, you have authorized us to arrange for funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between you and us.
- 1.2 We will only arrange for funds to be debited from your account as authorized in the direct debit request.
- 1.3 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 us.

2. CHANGES BY US

- 2.1 We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days' written notice.
- 2.2 Any fee increases or changes will be notified to you by way of Newsletter and you will be provided with an updated Fee Structure within that Newsletter.

3. CHANGES BY YOU:

- 3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us on 1800 019 220.
- 3.2 If you wish to stop or defer a debit payment or alter any of the debit arrangements you must notify us in writing at least seven (7) days before the next debit day. This notice should be given to us in the first instance.
- 3.3 You may also cancel your authority for us to debit your account at any time by giving us seven (7) day's notice in writing before the next debit day. This notice should be given to us in the first instance.

4. YOUR OBLIGATIONS:

- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.
- 4.2 If there are insufficient clear funds in your account to meet a debit payment:
- (a) you may be charged a fee and/or interest by your financial institution;
 - (b) you may also incur fees or charges imposed or incurred by us;
and
 - (c) 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.
- 4.3 You should check your account statement to verify that the amounts debited from your account are correct.

5 DISPUTE:

- 5.1 If you believe that there has been an error in debiting your account, you should notify us directly on 1800 019 220 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will arrange for a refund to your account for the incorrect debit amount.
- 5.3 If we conclude as a result of our investigations 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.
- 5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between you and us. If we cannot resolve the matter you can still refer it to your financial institution, which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

6. ACCOUNTS:

You should check:

- (a) With your financial institution whether direct debit is available from your account as direct debit, through BECS, is not available on all accounts offered by financial institutions.
- (b) That the account details you have provided to us are correct by checking them against a recent account statement; and
- (c) With your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

7. CONFIDENTIALITY:

- 7.1 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 unauthorized use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about you:
- (a) to the extent specifically required by law; or
 - (b) for the purpose of this agreement (including disclosing information in connection with any query or claim or alleged incorrect or wrongful debit).

8. NOTICE:

- 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to PO Box 135, Townsville QLD 4810.
- 8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.
- 8.3 Any notice will be deemed to have been received two business days after it is posted.



AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,
CLERICAL AND SERVICES UNION (ASU)
FEDERATED CLERKS UNION (FCU)
NORTH QUEENSLAND CLERICAL AND ADMINISTRATIVE BRANCH
SUBSCRIPTION DEDUCTION AUTHORITY

Full Name:

Private Address:

Department / Section or Location:
(ie. Audio, Floor 2, Western Campus)

Employer Postal Address :
(require the address of where payroll is processed)

Payroll / Employee No:.....

Weekly Amount / Fortnightly Amount to be deducted:

I hereby authorise (insert employers name),
its duly authorised servants and agents to deduct from my salary or wages payable to me, the
annual subscription due by me to the Australian Services Union, North Queensland Clerical and
Administrative Branch, from time to time by weekly/ fortnightly deductions and remit such
amount to the said organisation monthly.

The amount to be deducted in accordance with this Authority shall be the amount, which the
Branch Secretary of the said Union shall certify and advise you as to the amount of my weekly
subscription payable by me in accordance with the Rules of the said Union from time to time. All
payments made on my behalf in accordance with this Authority shall be deemed to be payments
to me personally.

This Authority shall remain in force for so long as I remain an eligible employee of ,
(insert employers name)

.....
Dated this theday ofyear.....

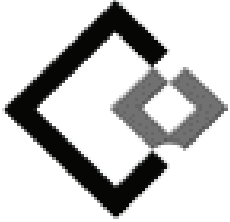
Signature

ALL DISBURSEMENTS TO:-

Ms Margaret Dale
Branch Secretary
ASU NQ C&A Branch
Federated Clerks Union NQ
PO Box 135
Townsville Q 4810

This form is to be returned to the office by : Mail - PO Box 135, Townsville Q 4810
or **Fax - 07 47211582**

CREDIT CARD PAYMENT AUTHORITY



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**Australian
Services
Union**

**North Queensland
Clerical and
Administrative
Branch**

**Federated Clerks Union
North Queensland Union
of Employees**

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Margie Dale
asunqca@bigpond.com

Finance Officer
Jeanine Orzani
jeanine.orzani@bigpond.com

Description of Goods/Service: **Union Contribution**

Member's Name: _____

Membership Number: _____

Payment Details

Please charge \$ _____

To my Bankcard Mastercard Visa

Card No. _____ Expiry Date ___/___

Regular Debit: Monthly Quarterly Half Yearly Annually

Cardholder Details

Last Name _____ Given Names _____

Address _____

_____ State _____ P/Code _____

Cardholders Signature _____

Date _____

I wish to request and authorise the use of my credit card for the above goods/services supplied to me by the Australian Services Union NQ Clerical and Administrative Branch.

I hereby authorise the Merchant to debit my card account with the amount, which the Branch Secretary of the Australian Services Union NQ Branch shall certify and advise me. The payments will be deducted at the intervals specified above and in the event of any change in the charges for these goods/services to alter the amount from the appropriate date in accordance with such change. This amount shall be in accordance with the rules of the Union and as determined by the Branch Council of the Union.

This authority shall stand in respect of the above-specified card issued to me in renewal of replacement thereof, until I notify the Merchant in writing of its cancellation.