



# CDF Maitland-Newcastle Online External Debit Request

Account Number (Office Use Only)

Date

**NEW AUTHORITY**

**REPLACEMENT AUTHORITY**

I/We

Name of CDF Account

Authorise you

Name of Debit User

APCA User ID Number

To arrange for any amount processed by me/us through CDF Online Internet Access to be debited from my/our account/s at the Financial Institution identified below through the Bulk Electronic Clearing System (BECS).

This authorisation is to remain in force in accordance with the terms described in the following External Debit Request – Service Agreement.

### Details of Bank Accounts that I/we will transact against are as follows:

Financial Institution Name \_\_\_\_\_ Branch \_\_\_\_\_

BSB Number: |\_|\_|\_| - |\_|\_|\_| Account Number: |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

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

Financial Institution Name \_\_\_\_\_ Branch \_\_\_\_\_

BSB Number: |\_|\_|\_| - |\_|\_|\_| Account Number: |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

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

Financial Institution Name \_\_\_\_\_ Branch \_\_\_\_\_

BSB Number: |\_|\_|\_| - |\_|\_|\_| Account Number: |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

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

**Care: Accounts must be held in your name and signed in accordance with the authority held by the above financial institutions.**

Authorised Signatory \_\_\_\_\_

Authorised Signatory \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### CDF Use Only

Date Received

Date Processed

Processed by

**CDF ONLINE EXTERNAL DEBIT REQUEST**  
**SERVICE AGREEMENT**

- The Catholic Development Fund (CDF) undertakes to debit your external bank account on the nominated day each period as per the information you provide (**\*2.30pm Australian Eastern Standard Time cutoff**). Please note the CDF will not issue billing advices to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated bank or financial institution account.
- The CDF will provide you with 14 days notice if we change any of the terms of the Direct Debit Request.
- You should contact the CDF should you wish to:-
  1. Change/Cancel all or some of the accounts listed on this External Debit Request.
  2. Query or dispute any External Debit item.

The CDF requires you to provide your **written instructions** in relation to “1” above. In respect of “2”, the CDF will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the CDF and you.

- External Debiting **is not** available on all bank accounts. You will need to check with your bank or financial institution if you are uncertain whether your account is suitable for external debiting. **Credit Cards and some passbook accounts are not suitable for External Debits.**
- You should check your account details against a recent statement from your bank or financial institution to ensure their correctness. If uncertain, check with your bank or financial institution before completing this Request.
- It is your responsibility to have sufficient clear funds available in the relevant account by the due date to permit the payment of Debit items in accordance with this Request.
- When the due date for payment falls on a day, which is not a Business Day, the Debit will be processed by the CDF on the next available CDF Business Day. If you are uncertain when the debit will be processed to your account, please inquire direct to your Bank or Financial Institution.
- If Debit items are returned unpaid by your Bank or Financial Institution, the CDF will debit your account with the amount of the returned debit plus any processing charges incurred by the CDF. Any charges incurred by you at your Bank or Financial Institution are outside the control of the CDF.
- Details of Customer records and account details will be kept in confidence and accessed only by CDF staff for the purpose of processing the External Debit Request, whilst noting that the Commonwealth Bank may require such information to be provided to them in connection with a claim made on the Bank relating to an alleged incorrect or wrongful debit.