

DIRECT DEBIT AUTHORITY

Credit Cycle and Automatic Electronic Transfer Account
This **MUST** be completed

ACCOUNT INFORMATION

To Pay Jabiru Kids Fees for Child/Children Listed Below

Child/ren's First Names	
Child/ren's Last Names	

DIRECT DEBIT AUTHORITY

Debit User Number 146535

I/We		
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First Name Last Name

authorise Jabiru Community Youth and Children's Services Assoc (Inc), to debit my/our account via the Bank Electronic Clearing System from time to time in accordance with the instructions detailed in the schedule below.

I/we have read and understand the information contained in the Direct Debit Authority Service Agreement (over).

Signature of person authorised to operate bank account	<small>signature</small>	Date:
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DIRECT DEBIT DETAILS

Direct Debit Arrangement and Payment Details

First date of Direct Debit:

Preferred day of Direct Debit: Wed Thur Fri *To avoid the direct debit you **MUST** pay before the Account Settlement Day.*

Debit Frequency: Weekly Fortnightly

OPTION 1: DIRECT DEBIT FROM SAVINGS ACCOUNT

Financial Institution:		Branch:	
BSB Number:	<input style="width: 60px;" type="text"/> - <input style="width: 60px;" type="text"/>		
Account Number:	<input style="width: 250px;" type="text"/>		
	(Max 9 Digits)		
Account Holders Name			

OPTION 2: DIRECT DEBIT FROM CREDIT CARD

	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	
Card Number:	<input style="width: 380px;" type="text"/>		
Expiry Date:	<input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>	Verification Number:	<input style="width: 100px;" type="text"/>

Last 3 digits on back of card ▲

Account Holders Name	
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DIRECT DEBIT AUTHORITY SERVICE AGREEMENT

This Direct Debit Authority Service Agreement forms part of the terms and conditions of the Direct Debit Authority and should be read in conjunction with the Direct Debit Authority.

Direct Debit Authority

Direct Debit Authorities are a convenient payment mechanism and can be arranged for one off payments, ongoing payments, for fixed amounts or amounts that vary from time to time.

The basis on which the Direct Debit Authority will be processed as follows:

CREDIT WITH ELECTRONIC TRANSFER OPTION

1. On the Enrolment Form, one parent/guardian is identified as the person legally responsible for the payment of fees. Hereafter this person is referred to as the **person responsible**.
2. A condition of opening an account with electronic transfer payment facilities, is that automatic transfers will be made for fees outstanding as at the close of trading on the last trading day of the previous week, usually a Friday. **However you are encouraged to pay your fees at any time.** Jabiru has direct EFTPOS and Credit Card facilities at all programs, we also accept cash and cheques. Fees may also be paid by Credit Card by phoning the Jabiru Office during office hours, or by BPAY.
3. If we change the day of processing or the date on which the amount of your Direct Debit is calculated, we will notify you within 14 days prior to your next direct debit. Scheduled variations to your direct debit days have been listed on the Direct Debits Date Calendar that is available from our website www.jabiru.org.au/kids/, or at your child centre or by contacting the office on 3269 0044.
4. Your billing cycle is either a weekly or fortnightly Monday to Friday billing cycle. A credit cycle always concludes at the close of trading on the last trading day in any week.
5. You may select an Account Settlement Day, which is any day from Wednesday to Friday of the week FOLLOWING your billing cycle.
6. **Any unpaid fees** remaining at your Account Settlement Day, will be automatically debited from your nominated account. These should be debited from your account within 24 hours. **You have until close of trading on the last trading day BEFORE** your Account Settlement Day each week, to finalise your account for the last billing cycle if you wish to avoid the electronic transfer. A calendar clearly indicating your billing cycle and dates on which debits will be made, is included in your Enrolment Confirmation pack or available from the Jabiru office. Accounts paid by BPAY need to be finalised two days prior to your Account Settlement Day to ensure that it has been credited to your account.
7. Because the debit will usually be for a variable amount, you can know the amount in advance by requesting a statement of outstanding fees at any time, but a statement will automatically be generated and available at your Jabiru Kids program each Tuesday or sent to your nominated email address. It is your responsibility to make sure that you pick up your account or call our office to have one faxed or emailed to you.
8. You can request a statement of fees and payments at any time.
9. ***You are reminded that your bank will probably charge a fee if you have insufficient funds in your account to meet your direct debit responsibilities.*** In any instance where we agree that the imposition of additional fees to your account is caused by an error by Jabiru, our liability will be limited to reimbursing the costs of additional bank fees charged to your account and you will be responsible for providing evidence to the satisfaction of our Auditor of those additional fees.
10. If you change your bank account details your new Direct Debit Authority form must reach our Jabiru office by close of business on Monday prior to your next expected direct debit.
11. You may stop or cancel your Direct Debit Authority at any time by providing written notification to the Jabiru office, by close of business on Friday previous to your next expected direct debit. If you do this and continue to use Jabiru services, you will be required to provide another Direct Debit Authority form before use of the service can continue.
12. To dispute any Direct Debit transaction that we have processed you should contact us first on 3269 0044 during office hours.
13. If we fail to resolve any dispute you raise with us and if you wish to make a formal claim you can contact the financial institution that holds your account and lodge with them a Direct Debit Customer Claim form.
14. If your Direct Debit falls due on a public holiday we will process it on your next scheduled direct debit day.
15. We will not disclose any details of your Direct Debit Authority to any person or corporation unless we are required to do so by law.