



## 5 CONFIRMATION

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request confirm that:

- you are authorised to operate the nominated account; and
- you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.

## 6 YOUR SIGNATURE

Signed in accordance with the account authority on your account

Signature

Name

(If signing for a company, sign and print full name and capacity for signing eg. director)

## 7 SECOND ACCOUNT SIGNATORY (if required)

Signed in accordance with the account authority on your account

Signature

Name

## 8 SIGNING FOR A COMPANY

You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.

Signature of duly authorised officer

Position held

Name

Postal Address:

Email (Notices will be sent to this email address):

Phone:

Date:

## 9 SECOND COMPANY SIGNATORY (if required)

You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.

Signature of duly authorised officer

Position held

Name

Email:

Date:

## Once you have completed this form:



Drop it into a  
Great Southern Bank branch



Mail it to:  
Great Southern Bank  
GPO BOX 100, Brisbane QLD 4001

## We're here to help

If you need assistance completing this form, call us on **133 282** or drop into your local branch.

# Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with Credit Union Australia Limited, trading as Great Southern Bank (Great Southern Bank), User Id 048079 & ABN: 44 087 650 959 (the Debit User). It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Definitions	
<b>account means</b>	the account held at your financial institution from which we are authorised to arrange for funds to be debited.
<b>agreement means</b>	this Direct Debit Request Service Agreement between you and us.
<b>banking day means</b>	a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
<b>debit day means</b>	the day that payment by you to us is due
<b>debit payment means</b>	a particular transaction where a debit is made.
<b>Direct Debit Request means</b>	the written, verbal or online request Direct Debit Request between us and you to debit funds from your account
<b>us or we</b>	means Great Southern Bank, (the Debit User) you have authorised by requesting a Direct Debit Request.
<b>you means</b>	the customer who has authorised the Direct Debit Request.
<b>your financial institution means</b>	the financial at which you hold the account you have authorised us to debit.

## Debiting your account

By submitting a Direct Debit you have authorised us to arrange for funds to be debited from your account. The Direct Debit Request and this agreement set out the terms of the arrangement between us and you.

We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.

Or

We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.

If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

## Amendments by us

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 sent to the preferred email or address you have given us in the Direct Debit Request.

How to cancel or change direct debits

You can:

- cancel or suspend the Direct Debit Request; or
- change, stop or defer an individual debit payment, at any time by giving us at least 7 days

To do so, contact us at Great Southern Bank – GPO Box 100 Brisbane Qld 4000 or [info@gsb.com.au](mailto:info@gsb.com.au)

Or

by telephoning us on **133 282** during business hours;

You can also arrange it through contacting your own financial institution, which must act promptly on your instructions.

## Your obligations

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.

If there are insufficient clear funds in your account to meet a debit payment:

- you may be charged a fee and/or interest by your financial institution;
- we may charge you reasonable costs incurred by us on account of there being insufficient funds; and
- 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.

You should check your account statement to verify that the amounts debited from your account are correct.

## Dispute

If you believe that there has been an error in debiting your account, you should notify us directly on Great Southern Bank [info@gsb.com.au](mailto:info@gsb.com.au) and **133 282** Alternatively you can contact your financial institution for assistance.

If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging within a reasonable period for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

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 in writing.

### **Accounts**

You should check:

- with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

### **Confidentiality**

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 unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that we have about you:

- to the extent specifically required by law; or
- for the purposes of this agreement (including disclosing information in connection with any query or claim).

### **Contacting each other**

If you wish to notify us in writing about anything relating to this agreement, you should write to

- Great Southern Bank GPO Box 100 Brisbane Qld 4000

We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request. Any notice will be deemed to have been received on the second banking day after sending.