

Planned Giving



DIRECT DEBIT REQUEST FORM

I/we request you, the Sydney Diocesan Secretariat, to arrange for funds to be debited from my/our nominated Bank Account or Credit Card Account at the financial institution shown below and credited to:

NAME OF MINISTRY ORGANISATION

New Application Change of Existing Application

NAME _____

ADDRESS _____

I/We have read and accepted the terms of the Service Agreement overleaf.

SIGNATURE(S) - all signatures are required for joint accounts.

Please debit \$ _____

Payment Frequency:

One-Off Weekly Fortnightly Monthly Quarterly Annually

PURPOSE OF PAYMENT _____

COMMENCING: Immediately or on / /

End Date (if applicable) / /

DIRECT DEBIT FROM BANK ACCOUNT

FINANCIAL INSTITUTION _____

BRANCH NO. (BSB) -

ACCOUNT NO.

ACCOUNT NAME _____

SIGNATURE(S) - all signatures are required for joint accounts.

DATE / /

DIRECT DEBIT FROM CREDIT CARD

TYPE OF CARD Mastercard Visa

CARD NO.

EXPIRY DATE /

CARDHOLDER NAME _____

SIGNATURE

DATE / /

DIRECT DEBIT REQUEST SERVICE AGREEMENT

INITIAL TERMS OF THE AGREEMENT

This document outlines our service commitment to you in respect of the Direct Debit Request arrangements made between the Sydney Diocesan Secretariat (SDS) and you. It sets out our commitment to you, your responsibility to us, your rights and where you should go for assistance.

OUR COMMITMENT TO YOU

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated bank account or credit card account for the agreed amount of your commitment.

The first drawing under this Direct Debit arrangement will occur as soon as possible or on the date stated on the Direct Debit Request.

If the date of drawing is not a business day then the drawing will be made on the next business day.

If the drawing is dishonoured, any fees charged to the Secretariat may be passed on to your chosen ministry together with any additional administration costs. The dishonour will need to be replaced with a cheque.

SDS will provide at least 14 days notice in writing through your chosen ministry organisation if the terms of the initial agreement are to change.

YOUR RESPONSIBILITY TO US

Please ensure:

- (a) Your nominated bank account or credit card account can accept Direct Debit;
- (b) Sufficient cleared funds are available in the nominated bank account on the day to be drawn on;
- (c) You check transactions on your account statement regularly and timely.

YOUR RIGHTS

All of the information you supply will be treated as confidential except that information provided to our Financial Institution to initiate the drawing from your nominated account.

FOR FURTHER ASSISTANCE

Please contact your local ministry organisation to discuss any of the following matters:

1. Defer the drawing
2. Alter the schedule
3. Stop an individual debit
4. Suspend or cancel the Direct Debit Request

Please contact us on (02) 9284 1448 or 1800 636 134 (Free call) for further assistance or if you wish to dispute any debit made.

HOW DOES IT WORK?

Once you've chosen the level of your contribution, it's as simple as arranging a regular direct debit or credit card payment authority.

Your chosen ministry organisation will process your authority on a secure internet based system and the Sydney Diocesan Secretariat of the Anglican Church will debit your account and remit your gift to the chosen ministry.

Money can be debited from your account or credit card on an agreed regular basis.

It is also possible to make one-off direct debit or credit card payments.

All transactions are held in strict confidence.

HOW DO I REGISTER?

Complete this Direct Debit Request Form and return the completed form to the office of your chosen ministry.

For more application forms:

- ask your chosen ministry organisation office;
- download from the Web at www.glebegroup.com.au/gia or
- contact us on (02) 9284 1448 or 1800 636 134.

The Glebe Administration Board is the Trustee of the Diocesan Endowment of the Anglican Church Diocese of Sydney.

The Sydney Diocesan Secretariat is the body corporate which provides administrative, secretarial and accounting services to the Anglican Church Diocese of Sydney (including the Glebe Administration Board).

