

**Customer's Authority**

	Name of Customer/s giving the DDR	BankLink Practice Code
I/We	<input type="text"/>	<input type="text"/>
authorise and request you	Name of Debit User <input type="text" value="BankLink Pty Ltd"/>	APCA User ID Number <input type="text" value="302223"/>

**to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System or to debit my/our account by any other means.**

**This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement.**

**Payment Details**

Payment of the total amount due will be debited monthly on the 15th or if this falls on a non-business day, on the next business day following.	<b>Debit to Commence</b>	Date
		<input type="text"/>

**Customer's address**

Practice postal address

<input type="text"/>
Postcode

**Details of the Account to be Debited**

Name and address of the financial institution at which your account is held

<input type="text"/>			
Postcode			

Account name (please insert your name in full)

BSB number	Account number	ABN/ARBN (if applicable)	Branch name
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>

**Declaration**

I/We also authorise the following:

(if in joint name/s both signatures may be required)

- 1 The Debit User to verify the details of the abovementioned account with my/our financial institution
- 2 The financial institution to release information allowing the Debit User to verify the abovementioned account details.

Signature	Date
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text"/>

**Please note** Direct Debiting is not available on the full range of accounts - please refer to your financial institution.

## BankLink Pty Ltd – Direct Debit Request (DDR)

### Service Agreement

**Please ensure that you have read the following before sending in the Direct Debit Request.**

**Please retain this page for your records.**

- We may vary this agreement at any time by giving you at least 14 days notice.
- By signing a Direct Debit Request, you request and authorise us to arrange for funds to be debited from your account according to the BankLink Service Agreement which Media Transfer Services Ltd (“MTS”) has with you. The amounts drawn will be as due under that service agreement or any agreed variations to it thereafter. We may also use this Direct Debit Request to debit funds from your account in payment for other goods and/or services which MTS supplies from time to time at your request.

We will only arrange for funds to be debited from your account:

- a) as requested and authorised in the Direct Debit Request; and/or
- b) according to any notice sent to you specifying the amount payable and the date the payment is due.

The payment will be deducted from your nominated account on the payment due date. If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the next working day.

- It is your responsibility to ensure that you have sufficient funds in the nominated account when payments are to be drawn. If you do not have sufficient funds, the transaction will be rejected and a dishonour fee may be charged to your account. We treat the payment as if it was never made.
- You should be aware that :
  - a) Direct Debiting through Bulk Electronic Clearing System is not available on all accounts;
  - b) Account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your financial institution before completing the Direct Debit Request; and
  - c) It is your responsibility to advise us if your nominated account is altered, transferred or closed.
- If you believe there has been an error in debiting your account you should contact us on 1800 123 242 from 8.30am to 5.00pm (Eastern Standard Time) Monday to Friday, as soon as possible so that we can resolve your query quickly.
- Your records and account details will be kept private and confidential and will only be disclosed at your request or at the request of the financial institution in connection with a claim made to an alleged incorrect or wrongful debit, or otherwise as required by law.
- For all matters relating to the Direct Debit arrangement on your account, including requests for deferment of debits, alteration of debit arrangements or stopping or cancelling your Direct Debit Request, please call us on 1800 123 242 from 8.30am to 5.00pm (Eastern Standard Time) Monday to Friday.