

### **Direct Debit Request Service Agreement**

- (1) The HSU (hereafter known as Direct Debit User) will initiate debit items in the manner referred to in the Schedule. Payments will be made when due and no individual advice of payments made will be issued by the Debit User.
- (2) The Debit User will provide in writing 14days notice if the Debit User proposes to vary details of the arrangement including, without limitation the amount and frequency of payments. I/We may contact the debit user in writing about any proposed change before it takes place.
- (3) If I/We wish to defer any payment or alter any of the details referred to in the Schedule. I/We must write to the Debit User or contact the HSU Membership.
- (4) In compliance with industry's Direct Debit Claim process, Direct Debit User will assist members disputing any debit item drawn on the nominated BSB/Account in the Schedule of this direct debit request. Direct Debit User will endeavor to resolve this matter within the agreed industry timeframe. Members must make their claim in writing to the Direct Debit User to initiate the process.
- (5) Direct Debit is not available on the full range of accounts of all financial institutions and that I/we must check that the financial institution referred to in the First Part of the Schedule will accept direct debit payments under this agreement.

I hereby request and authorise the Health Services Union – SA/NT Branch with User ID No. 2041 2581.01 to arrange funds to be debited from my/our account for union membership fees. Identified by Reference Number ..... held with below financial institution and described in The Schedule.

I / We have read and understood the "Service Agreement" and acknowledge and agree to it.

I/We request this Arrangement remain in force in accordance with The Schedule described above and in compliance with the "Service Agreement"

- The Bank/Financial Institution may, in its absolute discretion, determine the order of priority of payments by it of any moneys pursuant to this request or any authority or mandate.
- The Bank/Financial Institution may, in its absolute discretion, at any time by notice in writing to me/us terminate this request as to future debits.

### **Terms & Conditions**

1. Once your application for membership is accepted, your membership begins from the date that you had signed on the application if appropriate payments are received.
  2. As a member, you have a financial obligation to pay contributions either by signing an "Authorisation for Fortnightly Direct Debit" or by signing an "Authorisation for Payroll Deduction" to authorise your employer to deduct contributions on a regular basis and pay to the union or by making a credit card payment on a quarterly or yearly basis.
  3. The process of authorisations for Payroll Deduction and Fortnightly Direct Debit may be delayed; in this case the effective date of your membership will be the date the monies are received from your employer / financial institution. To ensure that you fully benefit from being a financial member, a cheque or money order should be arranged to cover the initial period while these transactions are processed.
  4. When choosing fortnight direct debit option, it is your responsibility to ensure that you have sufficient cleared funds in your account to cover the transactions. Your financial institution may charge you if your account has insufficient funds.
  5. Insufficient funds occur on two consecutive occasions will automatically cancel the arrangement and as the consequence your membership will become un-financial.
  6. It is your responsibility to notify us of any changes to your personal information, credit card or banking details.
  7. If you require quarterly invoices an administrative fee of 5% will apply.
  8. If you are un-financial for any membership periods, a 5% administration fee will apply and where applicable, bank fees or penalties may apply.
- If you wish to cancel your membership you need to provide 2 (two) weeks' notice of your intent in writing.