Fee Payment Authority

Billing Account Name:

Please choose an option and nominate the day/start date of payment

Yearly - pay account in full by 31 March
(5% discount - not including Capital Levy)

Quarterly - 4 instalments
(28th Feb, 30th May, 30th Aug 30th Nov)

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Signing for a company	You must be authorised to sign on behalf of the company AND you must have authority to }‰ Œ š šZ }u‰ v Ç [• v l }µ v š X

Signature of duly authsed officer: _____

Position held:_____

Name: _____

Address:_____

Email: _____

(Notices will be sent to this email address)

Phone: _____

Date:

Second company signatory (if required)

Signature of duly authsed officer: _____

Position held:_____

Name: _____

Email: _____

Date: |

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with St Martins Lutheran College, (ABN 58 872 763 811), User ID 261490, (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	
	account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.
	agreement means this Direct Debit Request Service Agreement between you and us.
	banking day means a day other than a Saturday or a Sunday or a public holiday l throughout Australia.
	debit day means the day that payment by you to us is due.
	debit payment means a particular transaction where a debit is made.
	Direct Debit Request means the written, verbal or online request between us and you to debit funds from your account.
	us or we means St Martins Lutheran College, (the Debit User) you have authorised by requesting a Direct Debit Request
	you means the customer who has authorised the Direct Debit Request.
	your financial institution means the financial institution at which you hold the account you have authorised us to debit.

1. Debiting your account   1.1   By submitting a Direct Debit Request