



# DIRECT DEBIT REQUEST (DDR)

**Customers' Authority**

Name of Customer giving the DDR

First name Last name

I/We

DAA membership number

Name of Debit User

APCA User ID Number

**Authorise**

DIETITIANS ASSOCIATION OF AUSTRALIA

304061

**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 (BECS).**

Service Agreement

**For the payment of DAA membership fee**

**This authorisation is to remain in force in accordance with the terms described in the Direct Debit Request Service Agreement (see next page).**

Signature

Date

Signature

Date

**Details of the Account to be Debited**

(all details must be Supplied)

Name of the Financial Institution

Account Name

BSB number

Account number

Branch name

Please tick box

**I/We request that you debit my/our bank account in accordance with our Agreement**



## DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. Debiting details (if not contained in the Direct Debit Request form)

Frequency of debit : (Please tick box)	Paying in full One single payment for the current year <input type="checkbox"/> Refer to DAA payment form (full or instalment)
Maximum amount to be debited :	\$ 1000 per annum (*)
Payment date :	Upon receipt of the DDR by DAA

2. The customer will be advised 14 days in advance of any changes to the Direct Debit arrangements;
3. For all matters relating to the Direct Debit arrangements (including deferment of/or alteration to the Direct Debit arrangements, stopping, cancelling the DDR or disputing the debit item), the Customer will need to:
  - ◆ Call our Membership Officer on 02-6163 5208 – or email at: [membership@daa.asn.au](mailto:membership@daa.asn.au)
  - ◆ and/or send written correspondence to DAA, Unit 1, 8 Phipps Close Deakin ACT 2600 outlining the request/issue
  - ◆ and/or visit our office located at Unit 1, 8 Phipps Close Deakin ACT 2600 and allow Fourteen (14) Days for the amendments to take effect.
4. It is your responsibility to ensure sufficient cleared funds are in the nominated debiting account when the payments are to be drawn.
5. 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.
6. For returned unpaid transactions, the following procedures or policy will apply :
  - ◆ A dishonour fee of \$5.50 will be incurred and debited to the Customers account by DAA
  - ◆ Fees will be passed on to the Customer
  - ◆ Customer will be contacted to the dishonour within three (3) business days
7. The customer should be aware that :
  - a Direct debiting through BECS is not available on all accounts; and,
  - b Account details should be checked against recent statement from its Financial Institution, If you are in any doubt, you should check with your Ledger Financial Institution before completing the drawing authority.
8. All Customer records and the account details will be kept private and confidential, to be disclosed only at the request of the Customer or Financial Institution in connection with a claim made to an alleged incorrect or wrongful debit.

(\*) The amount will not exceed membership fee as per membership category selected and charges (where applicable).