



ABN 99 620 058 920 PH: 07 5592 5800 FAX: 07 5592 5855

DIRECT DEBIT REQUEST AND SERVICE AGREEMENT – NEW CUSTOMER

Business: ABN/ACN:

Customer Reference: * Indicates a Mandatory Field

*Surname: *First Name:

Mobile Ph:

Email:

*Address:

Debit Arrangement / Payment Details

I authorise and request NumeroPro Pty Ltd to debit payments from my nominated account, as specified below, at intervals and amounts as directed by Footsteps Early Learning Centre in accordance with the Terms and Conditions of this agreement.

Start Date Weekly Fortnightly Monthly

/ /

Debit from Bank, Building Society or Credit Union Account

Financial Institution: Branch:

BSB Number: - Account Number:

Account Holder Name(s):

I/We authorise NumeroPro Pty Ltd ABN 99 620 058 920 to debit my/our account at the Financial Institution identified above through the Bulk Clearing System (BECS) in accordance with the Payment details stated above and as per the NumeroPro Pty Ltd DDR Service Agreement (Ver1.3) provided.

Debit from Credit Card

VISA MasterCard

Card Number:

Expiry Date: /

Card Holder Name:

By Signing this form, /we authorise **NumeroPro Pty Ltd**, acting on behalf of the Business, to debit payments from my specified credit card above, and I/we acknowledge that **NumeroPro** will appear as the business name on my credit card statement. Furthermore, I/we agree to reimburse **NumeroPro Pty Ltd** for any successful claims made by the Card Holder through their financial institution against **NumeroPro Pty**

This Authorisation is to remain in force in accordance with the terms and conditions on this Direct Debit Request, the provided NumeroPro Pty Ltd DDR Service Agreement, and I/we have read and understood the same.

Signature(s) of Nominated Account Holder/Credit Card Holder

Date

/ /

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The following is your Direct Debit Service Agreement with NumeroPro Pty Ltd ABN 99 620 058 920. The agreement is designed to explain 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. We recommend you keep this agreement in a safe place 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 form

Definitions

- a) *account* means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.
- b) *agreement* means this Direct Debit Request Service Agreement between *you* and *us*.
- c) *Business* means the “business” as referred to on the DDR form
- d) *banking day* means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- e) *debit day* means the day that payment by *you* to *us* is due.
- f) *debit payment* means a particular transaction where a debit is made.
- g) *direct debit request* means the Direct Debit Request between *us* and *you*.
- h) *us* or *we* means NumeroPro, (the Debit User) *you* have authorised by signing a *direct debit request*.
- i) *you* means the customer who signed the *Direct Debit Request*.
- j) *your financial institution* means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

I/We hereby authorise NumeroPro Pty Ltd ABN 99 620 058 920 (herein referred to as “NumeroPro”) to make periodic debits on behalf of the “Business” as indicated on the front of this Direct Debit Request (herein referred to as the “Business”)

I/We acknowledge that NumeroPro is acting as a Direct Debit Agent for the Business and that NumeroPro does not provide any goods or services and has no express or implied liability in regards to the goods and services provided by the Business or the terms and conditions of any agreement that I/we have with the Business. I/We acknowledge that the debit amount will be debited from my/our account according to the terms and conditions of my/our agreement with the Business. I/We acknowledge that bank account and/or credit card details have been verified against a recent bank statement to ensure accuracy of the details provided and will contact my/our financial institution if I/we are uncertain of the accuracy of these details.

Debiting your account

By signing a *Direct Debit Request*, *you* have authorised *us* to arrange for funds (these amounts may vary upon instructions from the Business) to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*. *We* will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution. I/We acknowledge that any request by me/us to stop or cancel the debit arrangements will be directed to the Business. I/We acknowledge that any disputed debit payments will be directed to the Business and/or NumeroPro. If no resolution is forthcoming, I/we agree to contact my/our financial institution. I/We acknowledge that if a debit is returned by my/our financial institution as unpaid, a failed payment fee is payable. I/We will also be responsible for any fees and charges applied by my financial institution and collection fees, including and not limited to any solicitor fees and collection agent fees appointed by NumeroPro. I/We authorise NumeroPro to attempt to re-process any unsuccessful payments as advised by the Business. I/We acknowledge that if specified by the Business, a setup, variation, SMS or processing fees may apply as instructed by the Business.

Amendments by us

We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least fourteen (14) days’ written notice.

Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14 days) notification by writing to: PO Box 6309 GCMC QLD 9726 or by telephoning us on (07) 5592 5800 during business hours *or* arranging it through your own financial institution.

4. Your obligations

Is *your* responsibility to ensure that there are sufficient clear funds available in *your* account to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

If there are insufficient clear funds in *your account* to meet a *debit payment*:

- (a) *you* may be charged a fee and/or interest by *your financial institution*;
- (b) *you* may also incur fees or charges imposed or incurred by *us*; and
- (c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account*



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by an agreed time so that *we* can process the *debit payment*.

You should check *your account* statement to verify that the amounts debited from *your account* are correct

If NumeroPro is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay NumeroPro on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

I/We acknowledge that there may be a delay in processing if:-

- a) there is a public or bank holiday on the day, or any day after the debit date;
- b) a payment request is received by NumeroPro on a day that is not a banking business day in Queensland; and
- c) a payment request is received after normal NumeroPro cut off times, being 4:00pm Queensland time, Monday to Friday. Any payments that fall due on any of the above will be processed on the next business day.

Dispute

If you believe that there has been an error in debiting *your account*, *you* should notify us directly on (07) 5592 5800 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct. If *we* conclude as a result of our investigations that *your account* has been incorrectly debited *we* will respond to *your* query by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. *We* will also notify you in writing of the amount by which *your account* has been adjusted. If *we* conclude as a result of our investigations that *your account* has not been incorrectly debited *we* will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

Accounts

You should check:

- a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- b) *your account* details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

Confidentiality

We will keep any information (including *your account* details) in *your Direct Debit Request* confidential. *We* will make reasonable efforts to keep any such information that *we* have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information. Further information relating to NumeroPro's Privacy Policy can be found at <http://numeropro.com.au/NumeroPro%20Privacy%20Policy%20v1.0.pdf>

We will only disclose information that *we* have about *you*:

- a) to the extent specifically required by law; or
- b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

Credit Card Payments

I/We acknowledge that "NumeroPro" will appear as the merchant for all payments from my/our credit card. I/We acknowledge and agree that NumeroPro will not be held liable for any disputed transactions resulting in the non-supply of goods and/or services and that all disputes will be directed to the Business as NumeroPro is acting as a 3rd party payment provider. I/We acknowledge and agree that in the event that a claim is made, NumeroPro will not be liable for the refund of any funds and agree to reimburse NumeroPro for any successful claims made by the Card Holder through their financial institution against NumeroPro. Credit Card Fees are a minimum of the Transaction Fee or the Credit Card Fee whichever is greater. I/We authorise:

1. NumeroPro to verify details of my/our account with my/our financial institution; and
2. My /our financial institution to release information allowing NumeroPro to verify my/our account details.