



Business Credit Card or Corporate Credit Card Direct Debit Request (DDR)

Customer Authority

Name of Customer/s giving the DDR

I/We

Name of Debit User

APCA User ID Number

authorise you

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).

This authorisation is to remain in force in accordance with the terms described in the attached Service Agreement.

Details of the Account to be Debited

Name and address of the Financial Institution at which your account is held

State Postcode

Account name (please insert your name in full)

BSB number

Account number

ABN/ARBN (if applicable)

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This Direct Debit Request is to be used to fulfil payment obligations in terms of the Conditions of Use for the Commonwealth Bank

Business Credit Card or Corporate Credit Card and/or fees and charges relating to Smart Data Online Service (SDOL).

Customer Service Agreement

I/We understand and acknowledge that:

- The Financial Institution may, in its absolute discretion, determine the order of priority of payment by it of any moneys pursuant to this Request or any authority or mandate.
- The Financial Institution may, in its absolute discretion, at any time by notice in writing to me/us, terminate this Request as to future debits.
- The Debit User may, by prior arrangement and advice to me/us, vary the amount or frequency of future debits.
- The Debit User may verify the details of the abovementioned account with my/our Financial Institution.
- The Financial Institution may release information allowing the Debit User to verify the abovementioned account details.

Signed by the Customer(s)

Signature

Date

Signature

Date

000-401 260707



Business Credit Card or Corporate Credit Card Direct Debit Request (DDR) Service Agreement

Please ensure that you have read the following before sending in the Direct Debit Request and retain this copy for your records.

- Please allow 7 working days for your request to be processed.
- We will provide 14 days' notice to any changes to the Direct Debit arrangement.
- Please check your account details against a recent statement before completing the attached form. If you are in any doubt, please check with your Financial Institution before completing the form.
- 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.

- Please ensure that you have sufficient funds in the nominated debiting 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. Interest will also be applicable to any outstanding balance on your credit card account.
- Please be aware that Direct Debiting through Bulk Electronic Clearing System (BECS) is not available on all accounts.
- 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.
- For all matters relating to the Direct Debit arrangement on your account, please call us on 13 1576 from 8am to 8pm, Monday to Friday or visit any Commonwealth Bank branch.