



Redland Community Centre Inc  
ABN 20 407 790 052

# HAPPY HAMPER CHRISTMAS CLUB

Call 07 3245 2117

Scan & Send [Info@redlandcommunitycentre.org](mailto:Info@redlandcommunitycentre.org)

Web [Redlandcommunitycentre.org](http://Redlandcommunitycentre.org)

Post: PO Box 337  
Capalaba Qld 4157

## DIRECT DEBIT CHANGE OF DETAILS

Please complete this form in CAPITALS using BLACK or BLUE pen.

You can post, scan and email, phone or complete your order online.

Mail: Redland Community Centre, PO Box 337, Capalaba Qld 4157

### Your Membership Details

Your Member Number

HH-

Your Name

Salutation

Mrs     Ms     Miss     Mr

First Name

Last Name

### Your Contact Details

Telephone (Home)

()

Telephone (Work)

()

Mobile

Email

New Direct Debit Payment Details				
<b>Date for Payments to Start</b> Please put your next pay date so we can work out when to Debit your account.		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Frequency of Payments</b>		<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly
<b>Day of Week you would like the payment to be withdrawn</b>				
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
All direct debits are deducted on at midnight of the day ticked (ie: if you choose Monday the payment will come out at Midnight Sunday Night)				
Credit Card Details:				
<b>Card Type</b>	<input type="checkbox"/> Mastercard		<input type="checkbox"/> Visa	
<b>Name on Card</b>	<input type="text"/>			
<b>Card Number:</b>	<input type="text"/>			
Not your ATM Card Number – Must be a Credit Card or Debit Credit Card Number				
<b>Card Expiry</b>	<input type="text"/>	<input type="text"/>	<b>CCV</b>	<input type="text"/>
<b>Signature of Card Holder</b>	<input type="text"/>		<b>Date</b>	<input type="text"/>

### Direct Debit Terms and Conditions

1. General information regarding the details of the direct debit arrangements (DDA) between Redland Community Centre and the customer are contained in Section 8. Payment Details of this Order Form.
2. Redland Community Centre will give notice to the Customer if it proposes to vary any of the DDA's.
3. In the event of a customer requesting deferment, or alteration to the DDA, such request must be made to Redland Community Centre by telephone by midday 1 business day before the proposed DDA is executed.
4. Any requests to stop a DDA or temporarily cancel a DDA should be made direct to Redland Community Centre in the first instance. Redland Community Centre will then make the necessary adjustments to the DDA arrangement.
5. In the event of a dispute by a customer in relation to the DDA, the dispute must be made, in the first instance directly to Redland Community Centre. Redland Community Centre will then respond to a request in writing within 10 business days. Redland Community Centre will then make the necessary adjustments or take the necessary action to rectify the situation. If the above parties cannot resolve the dispute, the customer reserves the right to escalate the dispute to their Financial Institution.
6. The customer is advised to check account details against a recent bank statement to ascertain if the bank account is available for direct debits. If uncertain, it is advisable to check with the Financial Institution before completing the DDA.
7. It is the responsibility of the customer to have sufficient clear funds available in the relevant account by the due date to permit the payment of debt items initiated in accordance with the DDA.
8. In the event that a DDA payment falls on a day, which is not a business day across Australia, the DDA will be processed on the next business day. If it is not a business day in the place of lodgement, but a business day elsewhere, the DDA will be processed on that day. If the customer is unsure as to when the debit will be processed to the nominated account, they should enquire direct to their Financial Institution.

9. When a DDA item is returned as unpaid to Redland Community Centre by a Financial Institution, the fees incurred by Redland Community Centre will be borne by the Customer. Redland Community Centre will not attempt to access a customer's account again under the provisions of the DDA until such time as there is notification to the customer as to the next DDA attempt.
10. Redland Community Centre will not divulge any information to any external parties regarding a customer's records and account details without the customer's prior written consent. However, the Bank may require such information to be provided in connection with a claim made on it relating to an incorrect or wrongful debt

#### How to Complete this Change of Details Form

1. **Membership Details**

Cross the relevant box and write your Membership Number.

2. **Name**

Please enter your full name.

3. **Contact Details**

Please provide at least **2 forms of contact details** and please **include an email address AND telephone number**.

4. **Payment Details**

Choose your payment start date, payment frequency and payment date.

5. **Signature**

Print and sign your name and fill in the date.