

# Direct Debit Request (DDR) Lodgement Form

## When should I use this form?

If you wish to make your superannuation contribution payments via Direct Debit (not EFT) SuperChoice's payment service provider, **PayClear Services Pty Limited** (Australian Financial Services Licence 314357 and Direct Debit User ID 481471).

Before choosing this option, you should check with your financial institution to ensure that the DDR facility is available with your account.

## 1 Your details

Organisation name

ABN

Address

	State	Postcode
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Phone number

Contact name 1

Email address 1

Contact name 2

Email address 2

## 2 Your bank/financial institution account details

Bank / financial institution name

Address (where account is held)

	State	Postcode
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Bank account name

Branch (BSB) number

Account number

## 3 Authorisation

**To: PayClear Services Pty Limited (User ID 481471)  
ABN 93 124 852 320**

Commencing immediately, I/we authorise you as the payment service provider for PayClear, to arrange for funds to be debited from the account specified above in the amounts specified in the Contribution Schedule sent using the SuperChoice system.

By signing and/or providing us with a valid instruction in respect to your direct debit request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and PayClear Services Pty Limited as set out in this request and in your direct debit request service agreement.

*Note: If a Joint account is to be debited, both signatures are required.*

Authorised person's signature

Date (dd/mm/yyyy)

Authorised person's signature (if required)

Date (dd/mm/yyyy)

## PayClear Direct Debit - Client Service Agreement

Our commitment to you:

### Drawing arrangements

PayClear will draw the exact amount that you authorise via the SuperChoice Payment Service.

If the payment is authorised on the SuperChoice Payment System before 4pm on a given business day the payment will be drawn from your account on that day. If a payment is authorised after 4pm or on a non-business day the payment will be drawn on the next business day.

We will not change any details of drawings arrangements without giving you at least fourteen (14) days written notice.

We reserve the right to cancel the PayClear direct debit client service arrangement if two or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternate payment method.

We will keep all information pertaining to your nominated account at the Financial Institution private and confidential.

### Your rights

You may terminate the PayClear direct debit client service arrangement at any time by giving written notice directly to us, or through your nominated Financial Institution. Notice given to us should be received by us at least 14 business days prior to your next payment.

You may stop payment of a drawing under the PayClear direct debit client service arrangement by giving written notice directly to us, or through your nominated Financial Institution. Notice given to us should be received by us at least 5 business days prior to the due date.

You may request to change the drawing amount and/or frequency of the PayClear direct debit client service arrangement drawings by contacting us and advising your requirements no less than 5 business days prior to the due date.

Where you consider that a drawing has been initiated incorrectly [outside the PayClear direct debit client service arrangement] you may take the matter up directly with us, or lodge a Direct Debit Claim through your nominated Financial Institution.

Your commitment to us:

### Your responsibilities

It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date.

It is your responsibility to ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by the Financial Institution where the account is based.

It is your responsibility to advise us if the account nominated by you to receive the PayClear direct debit client service arrangement is transferred or closed.

It is your responsibility to arrange with us a suitable alternate payment method if you wish to cancel the PayClear direct debit client service arrangement.