



# Direct Debit Request Form

**Request and Authority to debit the account named below to pay OAS Computers Pty Limited  
ABN 69 002 476 655**

The undersigned request and authorise OAS Computers Pty Ltd, User Id 523706 to arrange, through its own financial institution, a debit to your nominated account any amount OAS Computers, has deemed payable by you. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

**Your details**

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

ABN: 

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**Complete EITHER Section 1 or Section 2**

**Section 1 – Details of bank account to be debited**

Name of Financial Institution:																		
Address of Financial Institution:																		
Name of Account to be Debited:																		
<b>BSB Number</b>								<b>Account Number</b>										

**Section 2 – Details of credit card account to be debited**

Name of cardholder(s):																						
Credit card number:																			Expiry Date			
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex																					
I/We authorise and request OAS Computers Pty Ltd, User Id 523706, to arrange for any amounts which become payable to be debited through the credit card listed above. This authority will stand in respect of the specified card and in respect of any card issued to me in renewal or replacement, until I notify OAS Computers of its cancellation. I/We agree to the terms of the Direct Debit Conditions (next page).																						

Signature(s):		
Print Name(s):		
Authorised Position:		

**IMPORTANT – Please ensure that all signatures required on the bank account is included.**

# Direct Debit Service Agreement

The following is your Direct Debit Service Agreement with **OAS Computers Pty Limited ABN 69 002 476 655, User Id 523706**. 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

**account** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

**agreement** means this Direct Debit Request Service Agreement between *you* and us.

**banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment by *you* to us is due.

**debit payment** means a particular transaction where a debit is made.

**direct debit request** means the Direct Debit Request between *us* and *you*.

**us** or **we** means with **OAS Computers Pty Limited ABN 69 002 476 655**, (the Debit User) **you** have authorised by signing a *direct debit request*.

**you** means the customer who signed the *Direct Debit Request*.

**your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

## 1. Debiting your account

By signing a *Direct Debit Request*, *you* have authorised *us* to arrange for funds 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*.

## 2. 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.

## 3. 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: **Arena Building, Lower Ground Floor, 75 Shortland Esplanade, Newcastle NSW 2300** or by telephoning *us* on **02 4940 1800** 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* 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.

## 5. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on **02 4940 1800** 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.

## 6. 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*.

## 7. 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. *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).

## 8. Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write : **Arena Building, Lower Ground Floor, 75 Shortland Esplanade, Newcastle NSW 2300** *We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*. Any notice will be deemed to have been received on the third *banking* day after posting.