

Health Services Union VICTORIA No.3 Branch

Direct Debit Request Member Service Agreement

What is Direct Debit?

Direct Debit is a simple way to pay your union subscriptions. You can arrange to have your contributions deducted fortnightly through your bank, building society or credit union. No more writing cheques or postal charges etc.

How it works?

Once your authority has been submitted to the Union your details are recorded. Your account is debited with the amount of a fortnight's fee and credited to your membership account with the Union.

Your commitment

Your responsibility is to ensure that you have sufficient cleared funds in your account to cover this transaction. Should you not have sufficient funds in your account you may incur a charge from your own financial institution if they have to return the transaction unpaid. If your financial institution returns the debit unpaid on two consecutive occasions, HSU VIC No.3 Branch will automatically cancel the arrangement with the possibility that your membership will become unfinancial.

How do I arrange Direct Debit?

Simply complete the attached **DIRECT DEBIT REQUEST** and return it to this office (not your financial institution) or visit www.hsuph.asn.au

What does it cost me?

Nothing. We at HSU VIC No.3 Branch will pay the transaction processing charges (saving you money).

Can I vary my deduction?

You may change the drawing amount and/or frequency of this amount by contacting us and advising of your requirement.

Will my deduction vary?

No. Change of subscription rates will be advised through the Union Journal.

What's in it for HSU VIC No.3 Branch?

Direct debit provides an efficient and economical method of collecting payment. This results in significant administrative savings which help keep rates down and benefits up. It is important to understand that the Union will only use this request to debit regular fees, unless we are specifically instructed by you to debit your account additional amounts outstanding for overdue subscriptions.

How to cancel?

Simply advise the Union in writing (Fax us on (03) 9341 3391) that you wish to cancel your authority.

All enquiries should be directed to the Union's Records department on (03) 9341 3390 or Fax (03) 9341 3391

Please Note

If you are already a member you should ensure your current method of paying subscriptions continues up until the first debit from your account. If you are a new member there may be a delay from the time you sign your authority to debit your account and the effective date of your membership, which will, subject to the other provisions of the rules, be the date the monies are received from your account.

Confidentiality

We will keep all information pertaining to your account at your financial institution private and confidential.

Dispute Resolution

Where you consider that a deduction has been initiated incorrectly (outside your drawing arrangements) you should take the matter up directly with HSU VIC No.3 Branch in the first instance. If, following this process you are still not satisfied with the outcome please contact your financial institution.

DIRECT DEBIT REQUEST (DDR) FORM

Form of request for debiting amount to accounts by the Direct Debit System

DATE: / /

Return To:

Health Services Union VICTORIA No.3 Branch
PO Box 5272 - South Melbourne VIC 3205

I/We Surname

Given Name(s)

Request you, until further notice in writing, to debit to my/our account described in the schedule below, any amount which HSU VIC No.3 (user ID No. 428554) may debit or charge me/us through the Direct Debit System.

The Schedule

(NB Direct Debiting is not available on the full range of accounts. If in doubt, please refer to your Financial Institution)

DETAILS OF THE ACCOUNT TO BE DEBITED

NAME OF FINANCIAL INSTITUTION

BRANCH ADDRESS

ACCOUNT NAME (Name of the Person who holds the account)

BSB NUMBER

ACCOUNT NUMBER

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Credit Card

Please charge my AMEX ☐ MasterCard ☐ VISA ☐ Exp. Date: / /

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I/We Authorise The Following

1. The HSU VIC No.3 Branch to verify the details of the above named account with my/our Financial institution.
2. The Financial Institution to release information allowing the HSU VIC No.3 Branch to verify the above account details.
3. I authorise my employer to release my financial institution account details, including any changes from time to time, to the HSU VIC No.3 Branch so that direct debit of union subscriptions can be commenced from my account. I recognise that my employer has no financial accountability in this transaction and that if I have provided details of more than one account to my employer, the HSU VIC No.3 Branch will contact me to determine which account I wish to use for paying HSU VIC No.3 Branch subscriptions.

☒ I wish to pay my HSU VIC No.3 Branch fees fortnightly

Signature

Date