

# Direct Debit Request Form

PLEASE COMPLETE FORM IN BLOCK LETTERS IN BLACK INK

## 1. Important information for you

This form authorises RecruitmentSuper, a division of Professional Associations Superannuation Fund (PASF) ABN 78 984 178 687 RSE R1000429 to obtain contributions from your bank account.

Complete this form if you want to pay contributions regularly by direct debit, or via Online Services within RecruitmentSuper's website, [www.recruitmentsuper.com.au](http://www.recruitmentsuper.com.au). Please ensure you provide your Tax File Number.

## 2. Your RecruitmentSuper Membership Details

Your RecruitmentSuper Member Number (if known)

Male  Female

Surname (Mandatory\*)

Title

Date of Birth (Mandatory\*)

Given Name (Mandatory\*)

Previous Surname (if different)

Unit / Street Number

Street Name

Suburb / Town

State

Postcode

Email Address\*\* (Please **do not** leave any spaces empty, continue word on next line if necessary)

Phone (After Hours)

Mobile\*\*

Phone (Business Hours)

Fax

\* If these fields are not completed, we may not be able to complete your request.

\*\* Providing your mobile number/email address means you are willing to receive important information about your RecruitmentSuper account and other benefits and services by SMS or email.

## 3. Providing Your Tax File Number

My Tax File Number is

OR

I choose not to provide my Tax File Number.

Under the Superannuation Industry (Supervision) Act 1993, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. A TFN may be disclosed to another superannuation provider, when your benefits are being transferred, unless you request in writing that your TFN not be disclosed. It is not an offence not to quote your TFN. However giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply): your superannuation fund will be able to accept all types of contributions to your account/s and the tax on contributions will not increase; other than the tax which may ordinarily apply, no additional tax will be deducted when withdrawing superannuation benefits; and it will make it easier to trace superannuation accounts in your name in future.

## 4. Privacy Statement

The information requested on this form is required in order to administer your membership. It may also be provided to specific organisations to provide services to you on our behalf. Your personal information will not be used or disclosed for any other purpose without your consent. If you do not provide the information requested, RecruitmentSuper may not be able to administer your account. You may have access to the information RecruitmentSuper holds about you. If you would like a copy of our Privacy Statement, please visit our website or call 1300 304 000.

### 5. Payment Details (Direct debiting is not available on the full range of accounts; if in doubt please contact your financial institution.)

Name of Bank

Account Name

BSB

Account Number

I wish to make regular contributions of \$

every month  quarter

**OR** make a one off payment of \$

on

**OR** have a standing authority for online contributions.

### 6. Direct Debit Request Service Agreement

- |   |   |  |
|---|---|--|
| <p>1. RecruitmentSuper may, by prior arrangement and advice, vary the amount or frequency of debits.</p> <p>2. RecruitmentSuper will initiate debits to your nominated bank account in accordance with your instructions.</p> <p>3. RecruitmentSuper agrees to provide you no less than 14 days notice if it proposes to vary any previously agreed debit arrangements if you have a standing order with us.</p> <p>4. You may request deferment or alteration to the agreed schedule by writing to RecruitmentSuper, GPO Box 4839 Melbourne VIC 3001, in the first instance. RecruitmentSuper reserves the right to decline this request.</p> <p>5. You can stop individual debits or cancel a Direct Debit (DDR) by writing to RecruitmentSuper, GPO Box 4839, Melbourne VIC 3001, in the first instance.</p> <p>6. In the event that you disagree with any debit under the arrangement with RecruitmentSuper, you should</p> | <p>call RecruitmentSuper on 1300 304 000 8am to 10pm Monday to Friday (EST).</p> <p>7. When the due date for payment falls on a day that is not a business day, RecruitmentSuper will debit the customer on the following business day.</p> <p>8. In the event that your financial institution refuses to pay any debit made under the arrangement, RecruitmentSuper will write to you requesting alternative payment arrangements. You may be charged fees by your financial institution.</p> <p>9. Any information supplied by you will remain confidential and will only be disclosed if authorised by you or where required by law.</p> <p>10. Direct Debiting through Bulk Electronic Clearing System (BECS) may not be available on the full range of customer accounts. If in doubt please contact your financial institution before submitting the Direct Debit Request Form.</p> | <p>11. It is your responsibility to ensure the account details provided are correct, and if uncertain, check with your financial institution.</p> <p>12. It is your responsibility to have sufficient clear funds available in the relevant account by the due date to permit the payment of debits.</p> <p>13. RecruitmentSuper is dedicated to protecting all personal information provided on behalf of its clients. In line with the Privacy Amendment (Private Sector) Act 2000, we maintain all client records in the strictest confidence. We only use the information for the purpose for which it was provided. Personal information will not be used or disclosed for any other purpose without your consent. If you would like a copy of our Privacy Statement, please call 1300 304 000 or visit our website. The bank may require your details to be provided in the event of a claim relating to an alleged incorrect or wrongful debit.</p> |
|---|---|--|

### 7. Direct Debit Authorisation and Declaration

- 1) I/We request and authorise that, until further notice in writing, you debit my account described above with any amounts Professional Associations Superannuation Limited as Trustee for Professional Associations Superannuation Fund (PASF), of which RecruitmentSuper is a division (User ID 207256), may debit or charge me/us through the Bulk Electronic Clearing System (BECS).
- 2) I/We acknowledge that this Direct Debit arrangement is governed by the terms of the above Direct Debit Request Service Agreement and is to remain in force in accordance with the terms and conditions of that Service Agreement.
- 3) I/We declare that to the best of my knowledge and belief, the information I have provided is true and correct.

Signed

Date



(If joint account, all signatures may be required.)

### 8. Please return this form to:

RecruitmentSuper  
GPO Box 4839  
Melbourne Vic 3001

### For further information:

**Phone:** 1300 304 000  
**Fax:** 1300 304 444  
**Email:** info@recruitmentsuper.com.au  
**Website:** www.recruitmentsuper.com.au

Professional Associations Superannuation Limited  
(ABN 14 056 917 303 AFSL 222590 RSE L0000352)  
as Trustee of Professional Associations Superannuation  
Fund (PASF) (ABN 78 984 178 687 RSE R1000429).  
RecruitmentSuper is a division of PASF.