



# Direct Debit Request

Request and Authority to debit the account  
named below to pay Stoneink Pty Ltd

<p><b>Request and Authority to Debit</b></p>	<p><b>I, Surname or Company name</b> _____ Your surname or organisation name</p> <p><b>Given names or ACN/ABN</b> _____ Your first name or your ABN ("you")</p> <p>request and authorise Stoneink Pty Ltd (Debit User ID: 180946 to arrange, through its own financial institution, for any amount Stoneink Pty Ltd may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to the Debit User, subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
<p><b>Insert the name and address of financial institution at which account is held</b></p>	<p><b>Financial institution name</b> _____ The name of your bank (eg NAB, Commonwealth)</p> <p><b>Address</b> _____ Which branch do you bank at?</p>
<p><b>Insert details of account to be debited</b></p>	<p><b>Name of Account</b> _____ The name on your bank statements (usually your name)</p> <p><b>BSB Number</b> <input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/></p> <p><b>Account Number</b> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p><b>Acknowledgment</b></p>	<p>By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Stoneink Pty Ltd as set out in this Request and in your Direct Debit Request Service Agreement.</p>
<p><b>Payment Details</b></p>	<p>The amount to be debited at any one time is:          \$ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> . <input type="text"/><input type="text"/> _____ How much do you want to pay each time?          (amount in words)</p> <p>When do you want us to take the first payment?          The first debit may be made on <u>First Payment</u> and subsequent payments are to be made at <u>weekly / fortnightly / monthly</u> intervals after that, until the sum of _____          ^^^^ How often do you want us to take the payments?</p> <p>\$ <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> . <input type="text"/><input type="text"/> _____ Total amount owing          (amount in words) _____ is paid.</p>
<p><b>Insert your signature</b></p>	<p><b>Signature</b> _____ SIGN HERE          (If signing for a company, sign and print full name and capacity for signing. Eg Director)</p> <p><b>Address</b> _____ Your address</p> <p><b>Date</b>                    /                    /                    Todays date</p>

# Direct Debit Request - Service Agreement

**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 (and includes any Form PD-C approved for use in the transitional period).  
transitional period means the period commencing on the industry implementation date for Direct Debit Requests (31 March 2000) and concluding 12 calendar months from that date.  
us or we means Stoneink Pty Ltd (the Debit User) you have authorised by signing a direct debit request.  
you means the customer who has signed the direct debit request.  
Your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

## 1. Debiting your account

- 1.1 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.
- 1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- 1.3 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. Changes by

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. Changes by

- 3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us on Phone (02) 8838-5000
- 3.2 If you wish to stop or defer a debit payment you must notify us in writing at least fourteen (14) days before the next debit day.  
This notice should be given to us in the first instance.
- 3.3 You may also cancel your authority for us to debit your account at any time by giving us fourteen (14) days notice in writing before the next debit day. This notice should be given to us in the first instance.

## 4. Your obligations

- 4.1 It 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.
- 4.2 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.
- 4.3 You should check your account statement to verify that the amounts debited from your account are correct.
- 4.4 If Stoneink Pty Ltd is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay Stoneink Pty Ltd on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

## 5. Dispute

- 5.1 If you believe that there has been an error in debiting your account, you should notify us directly on Phone (02) 8838-5000 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2 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.
- 5.3 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.
- 5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details for you of the disputed transaction and may lodge a claim on your behalf.

## 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 checked 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

- 7.1 We will keep any confidential information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep 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.
- 7.2 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

- 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to  
Stoneink Pty Ltd  
LOCKED BAG 8 NORTH PARRAMATTA NSW 1750
- 8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.
- 8.3 Any notice will be deemed to have been received on the third banking day after posting.