

## Direct Debit Amendment

By signing this document, you authorise Comsource Pty Ltd to debit your account, detailed below, with any amount due according to the arrangement between you and us using the Direct Debit System, for charges incurred for services provided by us.

### Account Details

<b>Business Name</b>	
<b>Account Number</b>	

### Bank Account

<b>Bank Name</b>	
<b>Account Name</b>	
<b>BSB</b>	
<b>Account Number</b>	

### Credit Card

<b>Card Name</b>	
<b>Card Number</b>	
<b>Expiry Date</b>	
<b>CCV</b>	

\* Surcharge applied for credit card payments

### Signature

You affirm that you have read and agree to the Direct Debit Service Agreement. This authority will remain in force until notice is received by us in accordance with the Direct Debit Request Service Agreement.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

When completed this form can be emailed to [accounts@comsource.com.au](mailto:accounts@comsource.com.au) or faxed to 1300 882 961.

## Direct Debit Request Agreement

### Definitions

Account means the account held at your financial institution from which we are authorised to arrange for funds to be debited, being a Cheque or Savings Account only.

Agreement means this Direct Debit Request Service Agreement 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 you and us.

Us and we means Comsource Pty Ltd (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 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 on the due date shown on your invoice.

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.

1.4 A surcharge applies for credit card payments.

### 2. Changes 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. Changes by you

3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by writing to [accounts@comsource.com.au](mailto:accounts@comsource.com.au) or by fax to 1300 882 961.

3.2 If you wish to stop or defer a debit payment you must notify us in writing at least 14 days before the next debit day.

3.3 You may also cancel your authority for us to debit your account at any time by giving us 14 days notice in writing before the next debit day.

3.4 Please be aware payment via direct debit is required and cancellation of the direct debit authority may also involve cancellation of your service(s) with us and may result in additional costs and charges.

### 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.

## 5. Dispute

5.1 If you believe that there has been an error in debiting your account, you should notify request by writing to [accounts@comsource.com.au](mailto:accounts@comsource.com.au) or by fax to 1300 882 961.

5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will process a refund or apply an adjustment to your account. We will also notify you in writing of the amount by which your account has been refunded or 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 you and us. If we cannot resolve the matter you can still refer it to your financial institution, which will obtain details from 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 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

7.1 We are collecting this information for the purpose of processing the payment of your account via Direct Debit. We will keep the information (including your account details) confidential and will take reasonable steps to ensure that all information that we have about you is kept secure.

7.2 We will only disclose this information for the purpose of this agreement; or to the extent specifically required by law.