

Direct Debit Request Service Agreement



REQUEST and Authority to Direct Debit	<p>Family Surname: _____</p> <p>Child's Name(s): _____</p> <p>Parent / Guardian Name(s): _____</p> <p><i>"you"</i> Request and authorise Hubworks (IPAY) to arrange, through its own financial institution, a debit to <i>your</i> nominated account for the total amount of the fees owed on <i>your</i> parent account. This debit or charge will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
Insert NAME of Financial Institution	<p>Financial institution name: _____</p>
Insert details of ACCOUNT to be debited	<p>Name/s on account: _____</p> <p>BSB number (must be 6 digits):</p> <p>Account number</p> <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> - <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; width: 100%; height: 20px; display: flex;"></div> </div> <p>OR</p> <p>Name/s on card: _____</p> <p>Credit Card Number:</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> / <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> / <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> / <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> <p style="margin-top: 10px;">Expiry Date: / Card type: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard</p>
Acknowledgement	<p>By signing and/or providing us with a valid instruction with respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the direct debit arrangements between you Tabatinga and Hubworks (IPAY), as set out in this Request and in your Direct Debit Request Service Agreement.</p>
Insert your SIGNATURE	<p>Signature: _____ Date: ____/____/____</p>
DISPOSAL of Records	<p>Once records are no longer required to be kept, they will be destroyed securely using a shredding device</p>
FEES and CHARGES	<p>Hubworks (IPAY) will charge a fee for the processing of direct debit. Bank Account- 0.75c per transaction, Visa/MC- 0.75c plus 0.9% of transaction total. Failed Transaction - \$2.75 per failed transaction plus a Tabatinga Administration Fee of \$25 is added after two direct debit fails. \$25 is added every week until the account is finalized.</p>