

# b-packaged<sup>®</sup> periodical payment authority



Please use this form to start, amend or cancel Periodical Payments from your Community Sector Banking b-packaged account.

Return this form by email to [customerservice@csbanking.com.au](mailto:customerservice@csbanking.com.au), or by fax to 02 4255 8420.

## 1. Account Details

Your organisation/employer name: \_\_\_\_\_

Your name: \_\_\_\_\_

Your account number: \_\_\_\_\_

Request type:  New payment > go to section 2  Amend existing payment > go to section 3  
 Temporary stop to payment > go to section 4  Cancel my existing payment > go to section 5

## 2. New Periodical Payment

Amount of payment: \$ \_\_\_\_\_

Date of first payment:     /     /

Payment frequency:  Weekly  Fortnightly  Monthly  One payment only

Last payment to be made on:     /     /

- The payment will be cancelled after this date. If left blank we will assume until further notice.
- Please note that funds will be debited on the day you request. Please allow 24 hours for initial set-up and two days for transfers to appear as credits in your account. If a payment falls on a non-Business Day it will be processed the previous Business Day.
- A Periodical Payment Dishonour fee will apply if you have established a periodical payment and we cannot make the payment due to insufficient funds.

### Payee Details:

Account number: \_\_\_\_\_

BSB:            -

Account name: \_\_\_\_\_

Reference - nominate a payment reference to identify payment(s) such as Mortgage, Rent\*, Personal Loan, etc:

**\*Any periodical payment being established to pay rent direct to a landlord's personal account will require authorisation from your employer. Please ensure section 7 Employer Authorisation is completed prior to returning this form.**

## 3. Amend Existing Payment

I would like to amend my existing payment that has a reference\*\* of: \_\_\_\_\_

This change is to be made on:     /     /

Please indicate which details of your payment you would like amended:

New payment frequency:  Weekly  Fortnightly  Monthly

New payment amount:     \$ \_\_\_\_\_

New payee details:

Account name: \_\_\_\_\_

Account number: \_\_\_\_\_

BSB:            -

**\*\* If you are amending an existing rental payment being made directly to your landlord's personal bank account you will require authorisation from your Employer. Please ensure section 7 Employer Authorisation is completed prior to returning this form.**

#### 4. Temporary stop to existing payment

I would like to temporarily stop payments:

After next payment date: \_\_\_\_\_ or  Before next payment date: \_\_\_\_\_

Recommence payments on:    /    /                      You must provide a recommencement date

Amount: \$ \_\_\_\_\_

Reference: \_\_\_\_\_

#### 5. Cancel existing payment

I would like to cancel payment amount of: \$ \_\_\_\_\_

Last payment to be made on:    /    /

Payee name: \_\_\_\_\_

Reference: \_\_\_\_\_

#### 6. Acknowledgment & Customer Authorisation

I acknowledge and agree that:

The Bank will not make any payment pursuant to this Authority if there are insufficient funds available for the withdrawal in the account(s) to be debited on the due payment date. Although the Bank will endeavour to effect periodical payments in accordance with this Authority, it accepts no responsibility to make the payments and accordingly the Bank shall not incur liability in respect of, or arising from, any refusal or omission to make all or any of the payments, and delay or loss of payments in transit, or any error, delay, neglect or default in performing this Authority.

In the case of Credit Card repayments, payments will be made on the 'payment due by' date shown on my/our credit card statement. After one unsuccessful attempt to make this payment a processing fee will be incurred (refer to current copy of 'Schedule of Fees, Charges and Transaction Account Rebates'). A processing fee will be incurred for all other periodical payments after four (4) unsuccessful attempts to make the payment.

Should four (4) consecutive cyclic payments be missed, my/our authority in relation to that periodical payment will be automatically cancelled and I must contact the Bank if other arrangements are to be made.

Any special arrangements I have made with the Bank to make payments from an account with insufficient available funds can be revoked by the Bank at its discretion.

The Bank may terminate this Authority at any time, by notice in writing to me/us, or after being advised by the payee that no further payment is required.

The Bank may, in its absolute discretion, conclusively determine the order of priority of payment by it for any monies pursuant to this or any other Authority, or request which I have given or made or may at a later date give or make to the Bank.

The Bank may delay processing periodical payments on weekends and/or public holidays until the next business day.

The Bank may following notification to me/us, levy charges for this service and, from time to time, vary the charges during the continuance of this Authority and, without further authority from me/us, debit my/our account with such charges (refer to current copy of 'Schedule of Fees, Charges and Transaction Account Rebates').

This Authority will remain effective in respect of payments made in good faith, notwithstanding my/our death or bankruptcy or the revocation of the Authority by me/us, until notice of my/our death or bankruptcy or written notice of any revocation is received by the Bank, and the Bank shall be under no obligation to recover any such payment from the payee.

Subject to these conditions, payments made by the Bank pursuant to the Authority are governed by all terms and conditions applicable from time to time to my/our account(s).

**Where a Periodical Payment relates to a loan repayment the following conditions apply:**

In the event of a change in interest rate on my loan account, the Bank will automatically notify me/us of the new repayment amount. I am then responsible for providing authorisation for the Bank to adjust this Authority.

##### Protecting your Privacy

Bendigo and Adelaide Bank Limited ('the Bank') is part of the Bendigo and Adelaide Bank Group ('the Group'). The Bank collects your personal information to provide you with the periodical payment services you have requested. To do that, the Bank may need to disclose your personal information to electronic network administrators, other financial institutions and to an entity or person you have requested the Bank to pay on your behalf. Some of these entities may be located overseas. If any of that information is not provided, the Bank may not be able to provide you with those periodical payment services. You should also read the Bank's privacy policy which contains information about how you can gain access to and seek correction of your personal information, and how you can complain about a breach of the privacy laws by the Bank and how the Bank will deal with a complaint.

Cardholder Signature: \_\_\_\_\_

Date:            /            /

Contact number: \_\_\_\_\_

**7. Employer Authorisation (to be completed for rental payments being made direct to landlord personal bank accounts)**

I, \_\_\_\_\_ as the nominated signatory to \_\_\_\_\_ b-packaged facility have reviewed the following supporting documentation/evidence to substantiate their entitlement to package rent:-

- Rental agreement
- Statutory declaration
- Letter/notice from landlord with account details
- Other (please specify) \_\_\_\_\_

I am satisfied this rental payment is a general expense therefore an allowable transaction under the b-packaged account and under the relevant ATO Rulings.

Signatory Signature: \_\_\_\_\_

Date:        /        / \_\_\_\_\_