

Direct Debit Request Service Agreement

This agreement sets out the rights and responsibilities of you (the Customer) under the Direct Debit System.

1. This Direct Debit Request is to be used by the Customer for all Direct Debit Requests (including amendments or cancellations) from 31 March 2000.
2. The Customer must complete all details on the front of this form, including (but not limited to) the Date of Request, and the basis on which debits are to be made, ie from which account, amount of debit, frequency of debit, end date (if applicable).
3. Friends of Trinity Trust will initiate debits using the information provided on this form by the Customer. Friends of Trinity Trust will provide the Customer with not less than 14 days written notice of any variation to these Direct Debit arrangements.
- 4a. Any variation to this Direct Debit Request required by the Customer, including changes to the frequency of debits, the amount to be debited or bank account to be debited, must be advised to Friends of Trinity Trust by completing a Direct Debit Request form and marking the "Amendment to Previous Request" box. Friends of Trinity Trust will endeavour to process such variation within 10 business days from receipt.
- 4b. Any variation for an individual debit or cancellation of this Direct Debit Request required by the Customer must be given in writing to Friends of Trinity Trust. Friends of Trinity Trust will endeavour to process such variation within 10 business days from receipt.
5. Where debits fall due on a day that is not a business day, the debit will be processed on the first business day following such day.
6. Please note that Direct Debit is not available on all customer accounts. It is the responsibility of the Customer to check whether Direct Debit is available on the Customer's account.
7. It is the responsibility of the Customer to have sufficient clear funds available in the relevant account by the date the Debit will be processed, to permit the payment of debits. The Customer will pay any dishonour fees if there are insufficient funds in the Customer Account
8. In the event of any dispute regarding the Debit, the Customer must in the first instance contact Friends of Trinity Trust. This may be done in writing to 87 North Terrace, Adelaide, SA 5000 or by telephone on 08 8213 7300.
9. Where a dispute is initiated by the Customer, Friends of Trinity Trust will use its best endeavours to resolve the dispute promptly. If necessary, Friends of Trinity Trust will contact its Sponsoring Financial Institution, Adelaide Bank Limited to assist in the resolution of the dispute. If an amount has been incorrectly debited, this amount will be refunded to the Customer within 7 business days.
10. This Direct Debit Request will be held by Friends of Trinity Trust and will at all times be treated confidentially. In the event of a dispute, details of the Direct Debit Request may be provided to Adelaide Bank Limited (Sponsoring Financial Institution), for the sole purpose of resolving any dispute.



Giving at Trinity Bay

Supporting the work of the gospel at Trinity Bay and beyond

Trinity is only able to carry out its ministry in Adelaide thanks to the generosity of its people. Friends of Trinity Trust has been established to fund and support the ministry at Trinity Bay. Your generous donation can be made in one of the following ways:

Direct Debit

You complete the direct debit authority over the page to allow Trinity to debit an agreed amount from your bank account at an agreed frequency.

Credit Card

You authorise Trinity to debit an agreed amount from your credit card account on the 15th day of each month. (Please note that we are charged a fee if you use this facility).

Electronic Transfer (Direct Credit)

You arrange through your bank (often via the internet) to transfer funds from your account to ours.

Account Name:	Friends of Trinity Trust - Bay
Bank:	Commonwealth Bank of Australia
BSB	065 000
Account Number	1174 1163
Reference:	Bay Giving

Envelopes (Cash or Cheque)

You can obtain regular giving envelopes by contacting the Trinity office on 08 8213 7300 or by completing a Communication Card (located on the pews) at one of our services.

Please make cheques payable to: Friends of Trinity Trust

The money you put in the envelope goes to Trinity, except for 16.75% which is paid to support the work of the diocese. If you would prefer all of your gift to go to Trinity, then write the letters "FTT" on the envelope. You can also direct a portion of your gift to go to other ministries.

Collection Bags

Gifts can also be made by placing cash or cheques in the collection bags which are passed around towards the end of our services. Unless you indicate otherwise, 16.75% of your gift will go to the diocese.

If you require any further information please do not hesitate to contact Andrew Severin, Trinity Business Manager on 08 8213 7300 or via email at andrew.severin@trinity.org.au

Debit Authorisation Form

To be completed for giving via Direct Debit or Credit Card

New Change Cancellation

Step 1: Details

First Name(s) _____ Surname: _____
 Company Name _____ ACN / ARBN _____
 (if applicable)
 Address: _____
 Suburb / Town _____ Postcode _____
 Email: _____
 Phone: _____

Congregation Attended:

10.00am TBE

Step 2: Giving Details

A. Giving Frequency

Weekly Quarterly
 Fortnightly Yearly
 Monthly (15th of each month) Once off

B: Giving Amount (as per frequency above)

	Amount	Other (please specify)	Amount
Giving (FTT)	\$ _____		\$ _____
Trinity Network Growth Fund	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____

Total amount of Debit \$ _____

Step 4: Debit Options (complete Part A for Direct Debit or Part B for Credit Card)

Please commence my/our debit on ____ / ____ / ____

A Direct Debit My Bank Account (according to the frequency and amount specified in Steps 2 & 3.)

Name of Financial Institution: _____
 Name of Account to be debited _____
 BSB ____ / ____ Account Number: _____

Note: Direct debiting is not available on the full range of accounts. If in doubt, please refer to your Financial Institution. Please ensure that your account details are correct (please do not copy account numbers from cheque accounts).

OR

B Debit my Credit Card (according to the frequency and amount specified in Steps 2 & 3)

Card Type Visa MasterCard AMEX

Card Holder's Name: _____

Card Number

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Expiry ____ / ____

Step 5: Authorisation

Your signature indicates you authorise Friends of Trinity Trust (User ID number 079475), until further notice in writing, to be debit your nominated bank account or credit card as per the giving options and schedules in Steps 2 & 3 of this form. It also indicates that you have read and understood the Direct Debit Request Service Agreement on the back page of this document. It also indicates that you are prepared to pay any dishonour fees if there are insufficient funds in your account.

(Note: If joint account, all signatures may be required)

Signature: _____ Date: _____
 Signature: _____ Date: _____

Please return this form to: Friends of Trinity Trust
 87 North Terrace, Adelaide 5000,

Please mark the envelope "Friends of Trinity Trust - PRIVATE & CONFIDENTIAL".
 This form can be used to give money to Friends of Trinity Trust and, through it, to other nominated ministries.