

DDR Member Service Agreement

WHAT IS "DIRECT DEBIT"?

"DIRECT DEBIT" is a simple way to pay your union subscriptions. You can arrange to have your contributions deducted from your bank account or credit card.

HOW DOES IT WORK?

Your bank account or credit card can be debited with the following frequency:

Fortnightly, monthly, quarterly, half yearly or yearly
Deductions will then be credited to your membership account and are tax deductible.

WHAT DOES IT COST ME?

The ASU incurs the set up costs involved for the transfer of funds. You can check your banks *Schedule of Fees* related to *Direct Entry Withdrawal* charges regarding your account or credit card.

The union offers a 3% discount to members paying via direct debit. This can help offset any costs that you may incur.

By fully completing the DDR form the ASU will ensure there is no duplication of payment. It is recommended that you nominate your pay day or the day after you get paid for the direct debit to occur.

HOW DO I ARRANGE "DIRECT DEBIT"?

Simply complete this DIRECT DEBIT REQUEST and return it to this office (NOT YOUR FINANCIAL INSTITUTION OR PAYROLL OFFICER).

WHAT'S IN IT FOR ASU?

Direct debit provides an efficient and economical method of collecting payment. This results in significant administrative savings which help keep rates down and benefits up. It also means that controlling the unions finances is in the hands of your elected officials. It is important to understand that the Union will only use this request to debit regular fees, unless we are specifically instructed by you to debit your account additional amounts outstanding for overdue subscriptions.

HOW TO CANCEL?

Simply advise the Union in writing (Fax: 9342 3499) that you wish to cancel your authority and make other arrangements for payment of union fees.

PLEASE NOTE:

If you are already a member you should ensure your current method of paying subscriptions continues up until the first debit from your account. You can do this by filling out this form and sending it to the ASU. We will make the arrangements with your employer to cancel your PRD. If you are a new member there may be a delay from the time you sign your authority to debit your account and the effective date of your membership, which will, subject to the other provisions of the rules, be the date the monies are received from your account.

CONFIDENTIALITY

We will keep all information pertaining to your account at your financial institution private and confidential.

DISPUTE RESOLUTION

Where you consider that a deduction has been initiated incorrectly (outside your drawing arrangements) you should take the matter up directly with ASU in the first instance.

All enquiries should be directed to the ASU Membership Department on phone 03 9342 3400 or fax 03 9342 3497.



Australian Services Union Victorian Authorities & Services Branch
1st & 2nd Floors 116 Queensberry Street Carlton South VIC 3053

Telephone: (03) 9342 3400 Facsimile: (03) 9342 3497
Email: membership@asuwic.com Web: www.asuwic.asn.au

DIRECT DEBIT REQUEST

I/We: (Full Name/s) _____

Home Address: _____

Payment by Financial Institution

Authorise you, The Australian Services Union Victorian Authorities & Services Branch (the debit user), AP/CA User ID No. 25674, to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System (BEC/S), such funds to be the amount payable to the ASU to cover my membership fees for the debit period. This authorization is to remain in force in accordance with the terms described in the Service Agreement.

I/We authorise the following:

1. The debit User to verify the details of the above mentioned account with my/our Financial Institution
2. The Financial Institution to release information allowing the Debit User to verify the above mentioned account details.

I have read the Direct Debit conditions below.

Account to be debited - all account information must be supplied

Name of Financial Institution: _____

Branch Name: _____

Account Name: _____

BSB Number: _____

Account No: _____

Direct Debit Service Agreement

The ASU will instruct financial institutions to debit members' accounts on a

_____ every Fortnight **OR** the first working day in a Month

(please enter day)

Next Pay Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Direct Debit Conditions

The ASU will give at least 14 days' notice of any permanent changes to the cycles or amount of direct debit. A request to stop or alter direct debit arrangements must be made in writing to the ASU and signed by the member. Where a dispute arises between a member and the ASU about payment of direct debits, the member shall first put in writing to the Branch Executive of the ASU the matter(s) in dispute. The Branch Secretary will investigate the matter(s) alleged to be in dispute and will report back to the member concerned as soon as possible. Members are advised that direct debits may not be available on all accounts (Passbooks). Please check with your financial institution if direct debit is available from your nominated account. When completing the form please check account details against a recent statement from your financial institution. If the scheduled day for a direct debit run falls on a nonbusiness day, the direct debit will be made on the next business day. If a member is unsure when the direct debit will be made, they should contact their financial institution directly. Members are advised that it is the responsibility of the member to have sufficient funds in their nominated account by the due date to permit the payment of debit items as per this agreement. If a direct debit is returned unpaid the member will be charged with the costs incurred by the ASU including costs levied against the ASU by the financial institution and any costs incurred in recovering the unpaid amounts. The ASU will not release any information provided on this form to any person or institution other than the member who signs the form and the financial institution cited in the form. Members are advised that financial institutions may request from the ASU information about this form and direct debits made against the member's account in relation to a claim on the financial institution in the event of an incorrect or wrongful debit. NB: The above is an ongoing authority unless advised otherwise in writing. Direct debits will cease immediately on request. An administration fee applies to refund requests due to late notification. Resignations must be advised in writing. ASU subscription rates and policies are available on our website at www.asuwic.asn.au. Requests for a printed copy of the Direct Debit conditions can be made to the ASU office on (03) 9342 3400 email: services@asuwic.com

PAYMENT BY CREDIT CARD

I authorise the Australian Services Union Victorian Authorities and Services Branch to make debits from my:

MasterCard Bankcard Visa

For the appropriate ASU membership fee, as advised from time to time, on the first working day either:

Monthly Quarterly Half Yearly Yearly

Card No:

Cardholder Name: _____

Expiry Date: _____ / _____ / _____

Signature: _____

Date: _____

CANCELLATION OF PAYROLL DEDUCTIONS

MEMBERS DETAILS

ASU MEMBER NO.: _____

Surname: _____

Given Names: _____

My payroll number: _____

Classification/Occupation: _____

EMPLOYERS DETAILS

Employers Name: _____

Address: _____

To the payroll officer,

I, the undersigned, hereby request you to cease deducting from my pay any ASU contributions and my last contribution is to be deducted on payday:

Last Pay Date: _____

I also authorise my employer to provide the ASU with my bank account details and any updated information regarding changes of name / address / classification / work / location.

Signature: _____

Date: _____

PLEASE DO NOT SUBMIT TO YOUR PAY OFFICE

Return to the ASU by fax: (03) 9342 3497 or mail to: PO Box 37 Carlton South Vic 3053. Should you require further assistance please contact the ASU Office on (03) 9342 3400



Here are some answers to frequently asked questions that you may have regarding the change over from payroll to direct debit.

WHY THE CHANGE FROM PAYROLL TO DIRECT DEBIT?

The Federal Government's industrial relations laws not only strike at our workplace conditions but will also threaten the way in which union members choose to pay their membership fees.

The right to access employer payroll deduction (PRD) is a right which may be taken away at any time.

WHAT IS DIRECT DEBIT?

"DIRECT DEBIT" or "DIRECT ENTRY WITHDRAWAL" is a simple way to pay your union subscriptions. You can arrange to have your contributions deducted from your bank account or credit card.

HOW DOES IT WORK?

Your bank account or credit card can be debited with the following frequency:

Fortnightly, monthly, quarterly, half yearly or yearly
Deductions will then be credited to your membership account and are tax deductible.

WHAT DOES IT COST ME?

The ASU incurs the set up costs involved for the transfer of funds. You can check your banks *Schedule of Fees* related to **Direct Entry Withdrawal** charges regarding your account or credit card.

The union offers a 3% discount to members paying via direct debit. This can help offset any costs that you may incur and is effective from the time you move off PRD.

By fully completing the DDR form the ASU will ensure there is no duplication of payment. It is recommended that you nominate your pay day or the day after you get paid for the direct debit to occur.

HOW DO I ARRANGE "DIRECT DEBIT"?

Simply complete this DIRECT DEBIT REQUEST and return it to your delegate or the ASU office (NOT YOUR FINANCIAL INSTITUTION OR PAYROLL OFFICER).

WHAT IF I HAVE MY PAY TRANSFERRED INTO MORE THAN ONE ACCOUNT?

You will need to make sure the account details you supply on the Direct Debit Request are the correct account details that you wish the ASU to deduct your union fees from.

WHAT'S IN IT FOR THE ASU?

Direct debit provides an efficient and economical method of collecting payment. This results in significant administrative savings which help keep rates down and benefits up. It also means that John Howard or your employer isn't controlling the unions income and future.

HOW TO CANCEL?

Simply advise the Union in writing (Fax: 9342 3497) that you wish to cancel your direct debit authority and make other arrangements for payment of union fees.

WHAT IF I NEED A TAX RECEIPT?

Your Bank Statement will show all the direct debit transactions that have occurred throughout the financial year. Should you require a receipt for subscriptions paid for a financial year please contact the ASU Membership Department.

PLEASE NOTE:

If you are already a member you should ensure your current method of paying subscriptions continues up until the first nominated debit date from your account. You can do this by filling out this form and sending it to the ASU. We will make the arrangements with your employer to cancel your PRD.

CONFIDENTIALITY

We will keep all information pertaining to your account at your financial institution private and confidential.

DISPUTE RESOLUTION

If you consider that a deduction has been initiated incorrectly (outside your drawing arrangements) you should take the matter up directly with ASU in the first instance.

ASU subscription rates and policies are available on our website at www.asuvic.asn.au

All enquiries should be directed to 03 9342 3400 or Toll Free: 1800 133 096



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