

EMPLOYER ON-LINE

Direct Debit Request



An easy way to pay superannuation contributions to Club Super is to use the Employer On-line system. Contributions are made automatically via Direct Debit. Once you submit your contribution return via Employer On-line, we will submit a Direct Debit to your bank account for the total amount of that contribution return.

The conditions of use for the Direct Debit are set out in the Direct Debit Request – Service Agreement attached to this form.

EMPLOYER ON-LINE

This is a fast and efficient way to pay your superannuation contributions and gives you the flexibility to:

- make superannuation contributions at any time
- advise employee's termination date
- add new employees (you must however still obtain a completed and signed membership application from all new employees)
- correct employee's details
- automatically receive a receipt number as proof of payment
- save time and the cost of postage
- update your employer details on-line
- view previous contribution returns and how they were allocated to members

IMPORTANT INFORMATION:

From 1 July 2007, Employers **MUST** pass on an Employees Tax File Number (TFN) to their Superannuation Fund within 14 days (or with their next Superannuation Guarantee Payment) otherwise penalties apply.

It is easy to pay contributions via Direct Debit and send contribution data in a single transaction.

Please complete the Direct Debit Request overleaf and send this form to:

Club Super
PO Box 2239
Milton Qld 4064

Level 1, 424 Upper Roma Street
BRISBANE QLD 4000
Telephone: 1300 369 330
Facsimile: 07 3236 0555

Club Plus Qld Pty Ltd (ABN 30 010 892 396), the Trustee of Club Super (ABN 12 737 334 298) is Corporate authorised representative No 268814 under AFSL No. 238507



Direct Debit Request – Employer

Request and Authority to debit the account named below to pay *Club Plus Qld Superannuation Fund (Club Super)*

Request and Authority to debit	<p>Employer Name _____</p> <p style="text-align: right;">_____ (“you”)</p> <p>Request and authorise Club Super (the User)(User ID number <i>149300</i>) to arrange for any amount Club Super may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].</p>
Insert the name and address of financial institution at which account is held	<p>Financial institution name _____</p> <p>Address _____</p> <p>_____</p>
Insert details of account to be debited	<p>Name of account _____</p> <p>BSB number _ _ _ _ - _ _ _ _ </p> <p>Account number _ _ _ _ _ _ _ _ _ _ _ _ _ _ </p>
Acknowledgment	<p>By signing this Direct Debit Request, you (a) acknowledge having read and understood the terms and conditions governing the direct debit arrangements between you and Club Super as set out in this Request and in your Direct Debit Request Service Agreement, and (b) acknowledge having read the section on confidentiality in the covering letter and consent to the disclosure of information about yourself for the purposes explained therein.</p>
Signature	<p>Signature _____</p> <p>Address _____</p> <p>_____</p> <p>Date ___ / ___ / ___</p>
CLUB SUPER Details	<p>Employer Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ </p> <p>Employer Name _____</p> <p>Email Address _____</p> <p>Telephone Number _____</p> <p>Monthly Deductions to commence _____</p>

**Please complete and return this form to:
Club Super, PO Box 2239, MILTON QLD 4064**

DIRECT DEBIT REQUEST – SERVICE AGREEMENT

Definitions

account means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.
agreement means this Direct Debit Request Service Agreement between *you* and *us*.
business 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 *us* and *you*.
us or *we* means **Club Super** (User ID number 149300) *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*. *You* should refer to the *direct debit request* and this *agreement* for the terms of the arrangement between *us* and *you*.
 - 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 *business day*, *we* may direct *your financial institution* to debit *your account* on the following *business day*.
If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.
2. **Changes by us**
 - 2.1 *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 contacting *us* on **1300 369 330**.
 - 3.2 If *you* wish to stop or defer a *debit payment* *you* must notify *us* in writing at least fourteen (14) days before the next *debit day*. This notice should be given to *us* in the first instance.
 - 3.3 *You* may also cancel *your* authority for *us* to debit *your* account at any time by giving *us* fourteen (14) days notice in writing before the next *debit day*. This notice should be given to *us* in the first instance.
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.
 - 4.4 If Club Super is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then *you* agree to pay Club Super on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.
5. **Dispute**
 - 5.1 If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on **1300 369 330** and confirm that notice in writing with *us* as soon as possible so that *we* can resolve *your* query more quickly.
 - 5.2 If *we* conclude as a result of our investigations that *your* account has been incorrectly debited *we* will respond to *your* query by arranging for *your financial institution* to adjust *your* account (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which *your account* has been 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 *us* and *you*. 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* will keep any information (including *your account* details) in *your direct debit request* confidential. *We* will make reasonable efforts to keep any such information that *we* have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.
 - 7.2 *We* will only disclose information that *we* have about *you*:
 - (a) to the extent specifically required by law; or
 - (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).
8. **Notice**
 - 8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to **Club Super Administration, PO Box 2239, MILTON QLD 4064**.
 - 8.2 *We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *direct debit request*
 - 8.3 Any notice will be deemed to have been received two *business days* after it is posted.