

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 10726 BRISBANE ADELAIDE STREET QLD 4000
OR EMAIL A SCANNED COPY OF THE COMPLETED FORM TO: info@clubsuper.com.au

Level 2, West Tower,
410 Ann Street,
Brisbane Qld 4000
Phone: 1300 369 330
Fax: (07) 3236 0555

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>Surname _____</p> <p>Given names _____ ("you")</p> <p>Request and authorise Club Super (the User)(User ID number 149300) 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> <p>_____</p>
Insert details of account to be debited	<p>Name of Account _____</p> <p>BSB Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Account Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></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 accompanying this form and consent to the disclosure of information about me for the purposes explained therein.</p>
Signature	<p>Signature _____</p> <p>Address _____</p> <p>Date ____/____/____</p>
Club Super Details	<p>Employer Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Employer Name: _____</p> <p>Employer Address: _____</p> <p>Telephone Number: _____</p> <p>Monthly deductions to commence: _____</p>

RETURN COMPLETED FORM TO: CLUB SUPER PO BOX 10726 BRISBANE ADELAIDE STREET QLD 4000
OR EMAIL A SCANNED COPY OF THE COMPLETED FORM TO: info@clubsuper.com.au

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 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 that 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 10726 Brisbane Adelaide Street Qld 4000.
- 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.

9. Privacy

Your privacy is important to us

When your personal details are provided to Club Super, they are securely stored and are accessible only to authorised personnel and third parties for the purpose of administering your account.

If you would like to see Club Super's Privacy Policy, visit clubsuper.com.au or call us on 1300 369 330 for a copy of the Privacy Policy.