



## House Account *Direct Debit* Payment Agreement

Royal South Yarra Lawn Tennis Club is pleased to offer a monthly direct debit option for the payment of Members House Accounts.

The payment will be charged to your nominated Bank Account or Credit Card on the 15<sup>th</sup> (or next business day) of the following month from the House Account Statement date.

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I agree that by signing this declaration that I am legally bound for payment of my House Account **in full**.

### **HOUSE ACCOUNT AGREEMENT APPLICATION:**

I hereby make application to the Club for the payment of my House Account by my elected option, utilising my nominated Bank Account or Credit Card account.

**Member Name:** \_\_\_\_\_

**Member Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:**     /     /



**ROYAL SOUTH YARRA LAWN TENNIS CLUB**  
 PO Box 168 TOORAK VICTORIA 3142  
 ABN: 77 004 119 733

## Direct Debit Request

### RSYLTC House Account

**Request and Authority to debit the account named below to pay**  
**ROYAL SOUTH YARRA LAWN TENNIS CLUB – USER ID: 482968**

**Request and Authority to Debit**

**Member Name:** \_\_\_\_\_

**Member Number:** \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I request and authorise Royal South Yarra Lawn Tennis Club to arrange, through its own financial institution, a debit to my nominated account or credit card as per the details below.

**Monthly Payment**

The total amount outstanding as at the month end (House Account total on your statement) will be processed on 15<sup>th</sup> of the following month (or next business day)

**Section A**

**If paying via Bank Account – Complete Section A**

**Bank Account Details**

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from my account held at the financial institution I have nominated and will be subject to the terms and conditions of the Direct Debit Request Service Agreement (attached).

**Financial institution name** \_\_\_\_\_

**Name/s on account** \_\_\_\_\_

**BSB number (Must be 6 Digits)**                      |\_\_\_||\_|\_|\_| - |\_\_\_||\_|\_|\_|

**Account number**                                      |\_\_\_||\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

**Acknowledgment**

By signing and/or providing Royal South Yarra Lawn Tennis Club with a valid instruction in respect to my Direct Debit Request, I have understood and agreed to the terms and conditions governing the debit arrangements between myself and Royal South Yarra Lawn Tennis Club as set out in this Request and in your Direct Debit Request Service Agreement.

**Signature**

**Signature** \_\_\_\_\_

(If signing for a company, sign and print full name and capacity for signing e.g. director)

**Section B**

**If paying via Credit Card – Complete Section B**

*Note: Credit Card Surcharges apply: Amex/Diners 2% (subject to periodic review)*

**Credit Card Details**

Direct debiting to credit cards does not form part of procedures governed by the Bulk Electronic Clearing System.

Please refer to procedures detailed in your cardholder terms and conditions provided by your Financial Institution.

**Cardholder Name:** \_\_\_\_\_

**Card Number:**                                      |\_\_\_||\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

**Expiry Date:**                                      \_\_\_\_\_ / \_\_\_\_\_

**Card Type:**                      Visa     Mastercard     Amex     Diners

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

**Acknowledgment**

By signing and/or providing Royal South Yarra Lawn Tennis Club with a valid instruction in respect to my Credit Card Request, I have understood and agreed to the terms and conditions governing the credit card arrangements between myself and Royal South Yarra Lawn Tennis Club as set out in this Request.



This is your Direct Debit Service Agreement with **Royal South Yarra Lawn Tennis Club**. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider. Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<b>Definitions</b>	<p><b>account</b> means the account held at <i>your financial institution</i> from which <i>we</i> are authorised to arrange for funds to be debited.</p> <p><b>agreement</b> means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p><b>banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><b>debit day</b> means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p><b>debit payment</b> means a particular transaction where a debit is made.</p> <p><b>direct debit request</b> means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p><b>us</b> or <b>we</b> means <b>Royal South Yarra Lawn Tennis Club</b> (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p><b>you</b> means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p><b>your financial institution</b> means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
<b>1. Debiting your account</b>	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p><b>or</b></p> <p><i>We</i> will only arrange for funds to be debited from <i>your account</i> if <i>we</i> have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
<b>2. Amendments by us</b>	<p>2.1 <i>We</i> may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen <b>(14) days</b> written notice.</p>
<b>3. Amendments by you</b>	<p>3.1 <i>You</i> may change*, stop or defer a debit payment, or terminate this agreement by providing <i>us</i> with at least fourteen <b>(14 days)</b> notification by writing to:</p> <p><b>Royal South Yarra Lawn Tennis Club or</b></p> <p>by telephoning <i>us</i> on <b>03 9829 1556</b> during business hours;</p> <p><b>or</b></p> <p>arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising <i>us</i> your new account details.</p>
<b>4. Perpetuity</b>	<p>4.1 This agreement will deem to be rolled over annually. Please ensure your nominated bank account or credit card details are updated prior to the instalment processing dates.</p>
<b>5. Your obligations</b>	<p>5.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your account</i> to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>5.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"><li>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li><li>(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</li><li>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.</li></ul>

<p><b>6. Dispute</b></p>	<p>6.1 If you believe that there has been an error in debiting <i>your account</i>, you should notify us directly on <b>03 9829 1556</b> and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively, you can take it up directly with your financial institution.</p> <p>6.2 If we conclude as a result of our investigations that <i>your account</i> has been incorrectly debited we will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. We will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>6.3 If we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your</i> query by providing you with reasons and any evidence for this finding in writing.</p>
<p><b>7. Accounts</b></p>	<p>You should check:</p> <ul style="list-style-type: none"> <li>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</li> <li>(b) <i>your account</i> details which you have provided to us are correct by checking them against a recent <i>account</i> statement; and</li> <li>(c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if you have any queries about how to complete the <i>Direct Debit Request</i>.</li> </ul>
<p><b>8. Confidentiality</b></p>	<p>8.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> 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.</p> <p>8.2 We will only disclose information that we have about you:</p> <ul style="list-style-type: none"> <li>(a) to the extent specifically required by law; or</li> <li>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</li> </ul>
<p><b>9. Notice</b></p>	<p>9.1 If you wish to notify us in writing about anything relating to this <i>agreement</i>, you should write to</p> <p><b>Royal South Yarra Lawn Tennis Club</b>  <b>PO Box 168</b>  <b>Toorak, Victoria 3142</b></p> <p>9.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the <i>Direct Debit Request</i>.</p> <p>9.3 Any notice will be deemed to have been received on the third <i>banking</i> day after posting.</p>