

Business Name: ..... State: .....

Ref No: ..... Staff Ref: .....

New DDR

Renewal of DDR  
Previous or Current

Change of DDR  
Details Only

PaySmart Pty Ltd ACN 117 597 010 AR No. 409047 is an authorised representative of Transaction Services Holdings Limited AFSL 338256 authorised to provide general advice about and issue billing services.

## CUSTOMER DIRECT DEBIT REQUEST

### CUSTOMER DETAILS please use BLOCK LETTERS

Company Name (if applicable): \_\_\_\_\_

Customer Name: \_\_\_\_\_  
Given Name/s Surname

Address: \_\_\_\_\_  
Street Name and Number DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Suburb State Postcode Driver's Licence No.: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email Address: \_\_\_\_\_

### CUSTOMER PAYMENT DETAILS

Step 1	<p><b>Regular Debit</b> Amount: \$ _____</p> <p>Commencing on ____/____/____</p> <p><input type="checkbox"/> Until Further Notice (min _____ payments)</p> <p><b>OR</b></p> <p><input type="checkbox"/> For _____ payments ONLY</p> <p><b>OR</b></p> <p><input type="checkbox"/> Contract Value \$ _____</p>	Step 2	<p><b>PLUS approp. Admin Fee each debit:</b></p> <p><input type="checkbox"/> Weekly Admin Fee \$1.30</p> <p><input type="checkbox"/> Fortnightly Admin Fee \$1.95</p> <p><input type="checkbox"/> Monthly Admin Fee \$2.95</p> <p><input type="checkbox"/> Quarterly Admin Fee \$3.95</p>	Step 3	<p><b>Variation to First Debit Only (if applicable):</b></p> <p>First Debit Amount: (Excluding any Admin Fee and/or Set Up Fee)</p> <p>\$ _____</p>
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**NOTE:** A SET UP FEE of **\$5.50** will be added to the first payment only.

**Special Conditions:** \_\_\_\_\_

### CUSTOMER DIRECT DEBIT FROM BANK ACCOUNT

Bank Name: \_\_\_\_\_ Branch Account Opened: \_\_\_\_\_

BSB Number: \_\_\_\_\_ - \_\_\_\_\_ Account Number: \_\_\_\_\_ (Not transaction card #)

Account Holder Name: \_\_\_\_\_  
(as it appears on bank statement) Given Name/s Surname

I/We authorize PaySmart Pty Ltd **User ID 073053** to debit my/our account at the Bank identified above through the Bulk Electronic Clearing System (BECS) in accordance to the Payment Details above and as per the Service Agreement provided  Verified by \_\_\_\_\_

### CUSTOMER DEBIT FROM CREDIT CARD

Please charge payments as detailed above to my: (tick one)  Visa  Mastercard  Amex

Name on Card: \_\_\_\_\_  
Given Name/s Surname

Note: PaySmart will appear on your credit card statement (Not transaction card #)

Credit Card Number: \_\_\_\_\_ Expiry Date:...../.....

By signing below, I understand that a surcharge of 1.7% for Visa and Mastercard and 3.5% for Amex will be added to each payment (Delete if not applicable)

**Please submit via eDDR in Web Express.**

### CUSTOMER AUTHORISATION

This Authorisation is to remain in force in accordance with the Terms and Conditions on this page, the provided Service Agreement, and I/We have read and understand the same

.....  
 Signature/s of Nominated Account Holder/s

① Date ...../...../.....

## Direct Debit Request Service Agreement

1. PaySmart (Debit User) will debit the bank account / credit card nominated in the Schedule of this Direct Debit Request as specified. The Debit User may, by prior arrangement and advice to me/us vary the amount or frequency of future debits.
2. Should the original terms & conditions of this authority need to be varied a minimum of fourteen days notice will be provided by the business to you. Queries arising as a result of any such variation must be notified to PaySmart two working days prior to the debit date the variation would apply.
3. Deferment or alteration (written or verbal) by the customer to the debiting schedule will be considered subject to the terms and conditions of any agreement between you and the business named in this Direct Debit Request for whom PaySmart (Debit User) acts on behalf of.
4. If a debit item is disputed PaySmart (Debit User) or your Financial Institution must be notified immediately. PaySmart will endeavour to resolve this matter within Industry agreed time frames. Disputed debit items resolved in favour of PaySmart will incur an administration fee.
5. Direct debiting through BECS is not available on all accounts. You are advised to check your account details against a recent statement from your financial institution. If uncertain, you should check with your financial institution before completing the DDR.
6. When a debit day falls on a weekend and/or a national public holiday all debits for that weekend or national public holiday will be processed on the PREVIOUS WORKING DAY. If unsure, you should contact PaySmart (Debit User).
7. PaySmart may, under certain provisions of the "Privacy Act 1988" give information about you to a credit reporting agency. This information will be limited to repayments which are overdue pursuant to the terms and conditions of any contractual agreement between you and the business named in this Direct Debit Request and for which debt collection has started. You "The Customer" may be liable for any costs associated with the recovery of your overdue account, this may include, but is not limited to the following; legal fees, interest and mercantile agency collection cost.
8. It is your responsibility to ensure cleared funds are available in your nominated bank account/credit card to meet the direct debit payment. If a debit is returned unpaid by your financial institution, you will be responsible for payment of the debit plus an additional \$15.00 for return fees and administrative costs incurred by PaySmart (Debit User). If PaySmart (Debit User) has not received instruction to the contrary from you, we will debit both the next due payment and any overdue amounts on your next scheduled debit date.
9. This authority shall stand pursuant to the terms and conditions of any contractual agreement between you and business named in this Direct Debit Request. The administration only of this authority is conducted by PaySmart (Debit User) acting as a billing agent for the business. The services provided by PaySmart are administrative only and do not extend to the provision of any services or benefits provided by the business / centre. This authority shall be interpreted and enforced pursuant to the laws of the state of Queensland.
10. To stop or cancel a direct debit it is recommended that you contact the business named in this Direct Debit Request in the first instance. The terms and conditions or any agreement between you and the business for whom PaySmart (Debit User) acts on behalf of must be complied with. However, if a dispute occurs between you and the business all enquiries regarding a stop or cancellation of a direct debit should be directed to either PaySmart (Debit User) or your own financial institution.
11. Collected funds are held in trust until disbursement. In event of fraud where PaySmart is not at fault, PaySmart will be free of any legal liability.
12. No account records or account details will be disclosed to any person or persons except where such information is required in connection with any claim relating to an alleged incorrect or wrongful debit.
13. All enquiries in relation to refunds must be directed to the business named in this Direct Debit Request.
14. PaySmart (Debit User) will communicate to me/us from time to time. To ensure communication reaches me/us it is important PaySmart (Debit User) is supplied by me/us with a valid email address and mobile phone number. Failure to supply a valid email address and a mobile phone number will prevent PaySmart (Debit User) from contacting me/us regarding important information concerning my account.
15. In signing this Direct Debit Request, I /we accept the conditions outlined in PaySmart's Product Disclosure Statement (PDS) in its entirety. PaySmart (Debit User) will email the PDS to me/us and, if this is not received, I/we acknowledge that I/we have accessed, read and understood the PDS on the PaySmart website: [www.paysmart.com.au](http://www.paysmart.com.au).

Business Name: ..... State: .....

Ref No: ..... Staff Ref: .....

New DDR

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Previous or Current

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Address: \_\_\_\_\_  
Street Name and Number DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Suburb State Postcode Driver's Licence No.: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email Address: \_\_\_\_\_

### CUSTOMER PAYMENT DETAILS

Step 1	<p><b>Regular Debit</b> Amount: \$ _____</p> <p>Commencing on ____/____/____</p> <p><input type="checkbox"/> Until Further Notice (min _____ payments)</p> <p><b>OR</b></p> <p><input type="checkbox"/> For _____ payments ONLY</p> <p><b>OR</b></p> <p><input type="checkbox"/> Contract Value \$ _____</p>	Step 2	<p><b>PLUS approp. Admin Fee each debit:</b></p> <p><input type="checkbox"/> Weekly Admin Fee \$1.30</p> <p><input type="checkbox"/> Fortnightly Admin Fee \$1.95</p> <p><input type="checkbox"/> Monthly Admin Fee \$2.95</p> <p><input type="checkbox"/> Quarterly Admin Fee \$3.95</p>	Step 3	<p><b>Variation to First Debit Only (if applicable):</b></p> <p>First Debit Amount: (Excluding any Admin Fee and/or Set Up Fee)</p> <p>\$ _____</p>
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### CUSTOMER DIRECT DEBIT FROM BANK ACCOUNT

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.....  
 Signature/s of Nominated Account Holder/s

②

Date ...../...../.....

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7. PaySmart may, under certain provisions of the "Privacy Act 1988" give information about you to a credit reporting agency. This information will be limited to repayments which are overdue pursuant to the terms and conditions of any contractual agreement between you and the business named in this Direct Debit Request and for which debt collection has started. You "The Customer" may be liable for any costs associated with the recovery of your overdue account, this may include, but is not limited to the following; legal fees, interest and mercantile agency collection cost.
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15. In signing this Direct Debit Request, I /we accept the conditions outlined in PaySmart's Product Disclosure Statement (PDS) in its entirety. PaySmart (Debit User) will email the PDS to me/us and, if this is not received, I/we acknowledge that I/we have accessed, read and understood the PDS on the PaySmart website: [www.paysmart.com.au](http://www.paysmart.com.au).



The Benchmark

ABN 62 695 382 965

PO Box 5567, Stafford Heights, Qld 4053
Phone: (07) 3866 9100
www.paysmart.com.au

Business Name: State:

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Customer Name: Given Name/s Surname
Address: Street Name and Number DOB: / /
Suburb State Postcode Driver's Licence No.:
Telephone: (H) (W) (M)
Email Address:

CUSTOMER PAYMENT DETAILS

Step 1 Regular Debit Amount: \$
Commencing on / /
Until Further Notice (min payments)
OR
For payments ONLY
OR
Contract Value \$
Step 2 PLUS approp. Admin Fee each debit:
Weekly Admin Fee \$1.30
Fortnightly Admin Fee \$1.95
Monthly Admin Fee \$2.95
Quarterly Admin Fee \$3.95
Step 3 Variation to First Debit Only (if applicable):
First Debit Amount: (Excluding any Admin Fee and/or Set Up Fee)
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