



Business Loans Direct Debit Request

For any enquiries contact us on **1300 654 998** Mon to Fri 8am-8pm or Sat 9am-5pm (Melbourne time).
Mail to ME Bank, Reply Paid 1345, Melbourne VIC 8060
Fax to (03) 9708 4681
Visit mebank.com.au

You request Members Equity (User I.D. 051903) or Members Equity Bank (User I.D. 185871), through the Bulk Electronic Clearing System, to arrange for funds to be debited from **your nominated account at the financial institution shown below** in accordance with your:

- Facility Agreement with us; and
- future instructions regarding this nominated account.

Section 1 - Nominated account to be debited (Funds are withdrawn from this account)

- Please print details as they appear on the statement of the nominated account
- The nominated account **must** be held in the name of at least one holder of the Business Banking account
- Please ensure that if your nominated account is a joint account, the account authority is either party to sign. Nominated accounts that require all parties to sign are not acceptable.

Name of financial institution

Address of financial institution

State

Postcode

Account name

BSB number

Account number

Not all financial institutions accommodate direct debit requests. If you are unsure, please contact the relevant financial institution.

Section 2 - Business Banking account to be credited (funds are deposit into this account)

Account name

Account number

Section 3 - Declaration

By signing this form you acknowledge that this direct debit arrangement is governed by the terms of the Direct Debit Service Agreement included on this form.

Please follow the instructions below to sign this Direct Debit Request form.

Signature 1

Signature 2 (if applicable)

Print name

Print name

Position

Position

Date

Date

- **Company:** A Director and the Secretary or two Directors to sign
- **Sole Director Company:** Sole Director/Secretary to sign, stating that he or she is the Sole Director and Sole Secretary of the Company
- **Firm or Partnership:** All partners to sign (unless Business Banking agrees otherwise in the case of a large partnership).
- **Incorporated Association:** The Chairman (or President) and the Secretary to sign
- **Sole Trader:** Principal of business to sign
- **Union:** Authorised representative(s) to sign in accordance with the registered rules of the Union.

If you want to make additional payments in future or change your regular payments from the above nominated account or cancel this Direct Debit Request, please call us on 1300 658 108.

Please return the completed form to: **Business Banking, ME Bank, GPO Box 1345, Melbourne VIC 3001.**

Agreement Number (Office Use Only)

Direct Debit Request Service Agreement

You can obtain a copy of this agreement by calling us on 1300 658 108.

1.0 Definitions

In this agreement, unless the context requires otherwise:

- **agreement** means this Direct Debit Request Service Agreement between you and us including any amendment to this agreement.
- **business day** means a weekday except a national public holiday or a public holiday in Victoria.
- **DDR** means a Direct Debit Request completed and signed by you.
- **drawing** means the amount debited from your nominated account pursuant to a DDR and this agreement.
- **drawing arrangement** means your specific instructions set out in, or given to us in accordance with, a DDR as they relate to a drawing and your nominated account.
- **nominated account** means the account that is nominated by you in the DDR from which amounts are to be debited.
- **us** and **we** and **our** means Members Equity Bank Pty Limited ABN 56 070 887 679.
- **you** and **your** means the person(s) or entity(ies) who signed the DDR.
- **your financial institution** means the financial institution at which the nominated account is held.
- **Your Facility Agreement** means your contract relating to the facility or facilities, as varied from time to time.

2.0 Debiting your nominated account

By signing a DDR you authorise us to arrange for funds to be debited from your nominated account for any amounts that we are permitted or instructed to draw in accordance with your Facility Agreement and credited to the Business Banking account specified by you in the DDR.

If a drawing is due to be made on a day that is not a business day, we may direct your financial institution to debit your nominated account on the following business day. If you are uncertain as to when the drawing will be processed, contact your financial institution.

If a drawing arrangement is returned unpaid by your financial institution you:

- must arrange for the drawing arrangement to be made by another method or arrange for sufficient clear funds to be in your nominated account by an agreed time so that we can process the drawing;
- may be charged a fee and/or interest by your financial institution; and
- may also be charged a fee imposed or incurred by us.

We reserve the right to cancel your drawing arrangements if 3 or more drawings are returned unpaid.

We will not disclose any details of your DDR unless:

- the disclosure to a financial institution is necessary to enable us to act in accordance with your drawing arrangements or to investigate a disputed transaction; or
- we are required or permitted to make the disclosure by law or you consent to the disclosure.

3.0 Changes to this agreement

We may change any details of this agreement or of a DDR by giving you 14 days written notice.

4.0 Your rights

You may ask us to alter or defer your drawing arrangements at any time by giving us at least 1 business day's written notice by:

- mailing it to: Business Banking Administration, ME Bank, GPO Box 1345, Melbourne VIC 3001; or
- by faxing it to (03) 9708 4681; or
- calling us on 1300 658 108.

You can also ask your financial institution to stop an individual drawing, cancel this agreement or change your drawing arrangement by advising us of your new nominated account details.

If you consider that a drawing has been initiated incorrectly, you should call us and confirm this by notice in writing to us as soon as possible. You may also direct any claims to your financial institution.

If we conclude that as a result of our investigations that your nominated account:

- has been incorrectly debited, we will arrange for your financial institution to adjust your nominated account (including interest and charges) accordingly;
- has not been incorrectly debited, we will provide you with reasons and any evidence for this finding.

5.0 Your obligations

It is your responsibility to:

- ensure that your nominated account can accept direct debits (direct debiting may not be available on all accounts). If you are uncertain, please check with your financial institution before you complete the DDR;
- have sufficient clear funds in your nominated account to enable drawings to be made;
- ensure that the details you give us of your nominated account are correct by checking them against a recent statement. If you are uncertain, please check with your financial institution before completing the DDR;
- ensure that the authority given to us to draw on your nominated account is consistent with the account authority or signing instructions held by your financial institution for that account;
- tell us if the details of your nominated account change in any way; and
- check your statement to verify that the amounts debited from your nominated account are correct.