

employer direct debit request form

Using an online payment (set up as a self-initiated direct debit) is a fast and accurate way to pay your superannuation contributions to CareSuper. Please complete the form in blue or black pen and block letters. You must complete all sections of this form.



Before you complete this form, check with your financial institution to make sure this facility is available. Note that direct debits (and therefore online payments) are not available from all accounts.

You must sign and date this form. All signatures may be required for joint accounts.



Return this completed form to:

CareSuper
GPO Box 1923
Melbourne VIC 3001

For more information
call the CareSuperLine

1300 360 149

1. Your personal details

Organisation name

ACN/ABN number CareSuper employer number (if known)

Contact name Mr/Mrs/Ms/Miss/Dr

Address

Suburb State Postcode

Telephone Fax

Email address

2. Payment details

Bank name/financial institution

Address of bank at which account is held

Suburb State Postcode

Account holder's name

BSB number - Account number

3. Authorisation

I authorise CARE Super Pty Ltd ABN 91 006 670 060 as Trustee for CareSuper to arrange for funds to be debited from my/our account at the financial institution identified above and prescribed through the bulk electronic clearing system (BECS). This authorisation is to remain in force in accordance with the terms described in the Service Agreement.

Privacy

Please note that by sending CareSuper personal information about yourself, your organisation and your employees, you are agreeing to the following:

- That you have read the CareSuper Privacy Statement and understand how CareSuper intends to protect your personal details, particularly in relation to the collection, storage, quality, use and disclosure (sharing) of personal information.
- That CareSuper can use it for the purposes of establishing and maintaining your superannuation account, to correspond with you and to provide you with benefits and options.

If you have any questions about your rights under the privacy legislation, please call the CareSuper Line on 1300 360 149.

Authorised signature 1 Date (DD/MM/YYYY)

Authorised signature 2 Date (DD/MM/YYYY)

See over >

Please keep a copy of this document for future reference.

Important information for CareSuper employers

CareSuper's integrated online payment uses a direct debit agreement to action any payment request you initiate. The following section provides important information about direct debits and your agreement with CareSuper

1. Why an agreement?

Through the direct debit request (DDR) you are allowing us to debit amounts from your bank* account.

The amount we will debit from your account depends on your payment instructions to us and will only take place after we receive your monthly superannuation data.

2. If CareSuper wants to change this agreement

We will notify you at least 14 days before making any changes to this agreement.

3. If you want to change your direct debit or make an enquiry

Please contact CareSuper (see details below) if you wish to:

- Change your direct debit details
- Cancel the DDR (you will need to advise us in writing)
- Dispute a debit that has been made from your bank account – CareSuper will respond to your dispute within five business days.

4. Due date for direct debits, weekends and public holidays

Your account will be only debited after we receive your instructions. When the transaction falls on a weekend or public holiday, your account will be debited on the next business day.

5. Make sure you have enough money in your account

You should make sure that you always have enough cleared funds in your account (by the due date) for us to debit your account. If there isn't enough money (i.e. cleared funds) in your account, we will still make the debit. But if your bank dishonours the debit we may pass on to you any dishonour fees and/or any costs incurred by CareSuper.

6. Confidentiality


We will keep your bank account details confidential except when a Court order applies, or if CareSuper's bank needs information about your account, or if you give us permission to reveal your bank details.

7. Check that you give us your correct details

Before completing this CareSuper Direct Debit request form, please check with your bank that:

- Your nominated bank account permits direct debit, as some banks or other financial institutions do not, and
- The account number you give us is correct (refer to your bank statement or contact your bank if necessary).

CareSuper can be contacted as follows:

	Phone	CareSuperLine 1300 360 149 8.00am and 8.00pm EST Monday to Friday
	Address	GPO Box 1923 Melbourne VIC 3001

* Please note that where we talk about 'bank', this could also mean other financial institutions.



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Melbourne VIC 3001

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