

Employer direct debit request form (cont.)

Section 4: Business / Company details

Please sign and date this form, and return it to the address shown below.

1. Surname (person 1)

Given name (person 1)

2. Surname (person 2 – to be completed for Joint Accounts)

Given name (person 2 – to be completed for Joint Accounts)

Company name

Australian Business Number (ABN)

I authorise Media Super Limited ABN 30 059 502 948 as Trustee for Media Super (User Id No 063705) to arrange for funds to be debited from my/our account at the financial institution identified on page 1 and prescribed through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement on the following page.

Applicant's signature

Date (DD/MM/YYYY)

Signature of joint account holder (if applicable)

Date (DD/MM/YYYY)

Direct Debit Service Agreement

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 your account depends on your contribution details for the payment period and what you instructed us to do.

IF MEDIA SUPER WANTS TO CHANGE THIS AGREEMENT

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

IF YOU WANT TO CHANGE YOUR DIRECT DEBIT OR MAKE AN ENQUIRY

Please contact our customer service staff (see details below) if you wish to:

- **Delay or change your direct debit** – you need to advise us at least three days before the date we are due to debit your account, or
- **Cancel the DDR** – you need to advise us at least three days before the date we are due to debit your bank account, or
- **Dispute a debit that has been made from your bank account** – Media Super will respond to your dispute within five business days.

DEDUCTION DUE DATE

Deductions are made on the 20th day of the month. The correct deduction will be debited from your nominated account when we receive your contribution details each payment period.

If we receive this agreement after the 20th of the nominated commencement month, the earliest deduction for the agreement will be the 20th day of the next calendar month.

WEEKENDS AND PUBLIC HOLIDAYS

When the due date falls on a weekend or public holiday, we will debit your account on the next business day.

INTERNET DIRECT DEBIT REQUEST

If you have applied for internet access and intend to use the Direct Debit option for payment of your contributions, then the date we will debit your bank account will be the business day following the date of your internet request.

MAKE SURE YOU HAVE ENOUGH MONEY IN YOUR ACCOUNT

You are responsible for ensuring that your payments meet the requirements of the relevant Award, Agreement or Act under which you are required to contribute to Media Super.

You should make sure that you always have enough cleared funds in your account for us to debit your account.

If there isn't enough money (that is, 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 Media Super.

PRIVACY

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

Media Super handles personal information from you and your employees in accordance with the National Privacy Principles. Media Super's Privacy Policy is available from the Media Super website or directly from Media Super's Privacy Officer, who can be contacted as follows:

Privacy Officer
Media Super
PO Box Q294
QVB NSW 1230

Phone: 02 9238 2555

Fax: 02 9238 2550

Email: privacy@mediasuper.com.au

Website: www.mediasuper.com.au

CHECK THAT YOU GIVE US YOUR CORRECT DETAILS

Before completing the Media Super **Direct debit request form**, please check with your bank that:

- your bank account accepts direct debiting, as some accounts don't, and
- the account number and BSB you give us is correct (refer to your bank statement or contact your bank, if necessary).

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

Our customer service staff can be contacted weekdays from 8.30am to 5.30pm (AEST) on:

Freecall 1800 640 886

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