

# Change of Payment Method/Account Details



Finance Sector Union

## PLEASE RETURN TO THE FINANCE SECTOR UNION:

Post to: **Finance Sector Union,  
Reply Paid 9893,  
in your capital city**

Email: **fsuinfo@fsunion.org.au**

Fax: **1300 307 943**

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

### OUR COMMITMENT TO YOU

This document outlines our service commitment to you, in respect of Direct Debit Request (DDR) arrangements made between the Finance Sector Union of Australia and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

### INITIAL TERMS OF AGREEMENT

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for an amount for your union membership subscription.

### DRAWING ARRANGEMENTS

The first drawing under this Direct Debit arrangement will occur within 14 days of receipt in our office.

If any drawing falls due on a non business day, it will be debited to your account on the nearest business day to usual drawing days. We will give you at least 14 days notice through union publications when changes to the initial terms of agreements are made. This will state any other changes to the initial terms, i.e. subscription amount.

If your drawing is dishonoured by your financial institution you will be advised by phone or in writing within 7 days of the drawing.

If you wish to discuss any changes to the initial terms, please contact FSU on 1300 366 378 or contact us by email: membership@fsunion.org.au.

### YOUR RIGHTS

If you want to make changes to the drawing arrangements, all changes must be advised in writing. Changes may include:

- Altering the schedule, or
- Cancelling the DDR or
- Suspending the DDR whilst on unpaid leave.

### ENQUIRIES

Direct all enquiries to us, rather than to your financial institution, and these should be made at least 7 working days prior to the next scheduled drawing date. All communication addressed to us should include your membership number.

All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing to your nominated account.

### DISPUTES

If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting FSU on 1300 366 378 or by email: membership@fsunion.org.au. If you do not receive a satisfactory response from us to your dispute, contact your financial institution which will respond to you with an answer to your claim:

- within 7 business days (for claims lodged within 12 months of the disputed drawing); OR
- within 30 business days (for claims lodged more than 12 months after the disputed drawing).

You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

### YOUR COMMITMENT TO US

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this);
- there is sufficient cleared funds in your nominated account on the drawing date;
- you advise us if the nominated account is transferred or closed; and
- you advise us if you leave the Finance Industry.

The National Conference determines the annual membership subscription rate and may, from time to time, require members to pay a levy or levies not exceeding \$50.00 pa. Written notice of resignation from the Union takes effect: (a) Where the member ceases to be eligible to become a member of the Union on the later of: (i) the day the written notice is received by the Union; (ii) the day specified in the notice provided it is not earlier than the day when the member ceases to be eligible to be a member; (b) In any other case, the later of: (i) the end of two weeks, or such shorter period as is specified in the rules of the Union, after notice is received by the Union; (ii) on the days specified in the notice. Members are liable to pay all dues and levies outstanding at the effective date of resignation.

## A. DIRECT DEBIT

Financial Institution

BSB    -

Acc

Payment Frequency: Fortnightly

Service Agreement details on the left

## B. CREDIT CARD

Visa  Mastercard

Card No.

Expiry  /

Payment Frequency  Monthly

Quarterly  Half Yearly  Yearly

## C. PAYROLL DEDUCTION

I hereby authorise the Employer to deduct from my pay each pay day the appropriate proportion of my annual subscription to the Finance Sector Union of Australia and forward the amount deducted on my behalf to the Union. I understand that the annual subscription may vary by a decision of National Conference and hence deductions vary upon notification of the Employer. This authority shall remain in force during my employment with the Employer or until cancelled by me in writing.

Employee/Payroll Number

## Your Details

Title  First Name  Surname

DOB       ATSI  Introduced by

Email H  Tick preferred email:

W

Phone M  W/H

Home Address

## Your Employment Details

Employer

Employer Address

Role  Department/Branch

## Payment Details

Permanent?  Y  N Full-time?  Y  N

All rates inclusive of GST

	Weekly Hours	Fortnight	Month	Quarter	Half-Year	Year
<input type="checkbox"/>	<b>30 hrs or more</b>	\$24.93	\$54.00	\$161.99	\$323.98	\$647.95
<input type="checkbox"/>	<b>21 hrs to less than 30 hrs</b>	\$18.91	\$40.96	\$122.90	\$245.80	\$491.60
<input type="checkbox"/>	<b>Less than 21 hrs</b>	\$12.48	\$27.82	\$83.47	\$166.92	\$333.85
<input type="checkbox"/>	<b>Indigenous Traineeship</b>	\$6.42	\$13.91	\$41.73	\$83.47	\$166.92

### Traineeship or Supported Wage

(50% of the full rate above if applicable. Please also indicate hours worked by ticking above)

Traineeship Provider:

Traineeship Finish Date:

## Please sign here to confirm changes

Signature

Date