

## Direct Debit Authority

|                                     |         |                 |        |
|-------------------------------------|---------|-----------------|--------|
| My account to be debited (acceptor) |         |                 |        |
|                                     |         |                 |        |
| Name of my bank:                    |         |                 |        |
|                                     |         |                 |        |
| 0 0                                 | 0 0 0 0 | 0 0 0 0 0 0 0 0 | 0 0    |
| Bank                                | Branch  | Account         | Suffix |

|                                |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|
| Initiator's authorisation code |   |   |   |   |   |   |
| 0                              | 2 | 3 | 2 | 8 | 9 | 4 |

|          |       |
|----------|-------|
| Approved |       |
| 3289     | 10/18 |

### From the acceptor to my bank:

I authorise you to debit my account with the amounts of direct debit instructions received from **Helen Lowry Hall Board** (the 'Initiator') with the authorisation code specified on this authority and in accordance with this authority until further notice from me.

I agree that this authority is subject to:

- my bank's terms and conditions that relate to my account, and
- the terms and conditions listed below.

|                         |                   |
|-------------------------|-------------------|
| Authorised signature/s: | Date:             |
| _____                   | _____/_____/_____ |

### Specific conditions relating to notices and disputes

- 1) I agree that the Initiator must give me at least 10 days' prior notice of each direct debit, including the first direct debit in a series.
- 2) Changes to the amounts or dates of a series of direct debits require 30 days' prior notice to me.
- 3) I can also agree with the Initiator to receive a same day notice for direct debits specifically requested by me.
- 4) All notices must be in writing, but can be delivered electronically, if I have agreed that with the Initiator.
- 5) I can also ask you to reverse a direct debit up to 120 days after the direct debit if:
  - I didn't receive proper notice of the amount and date of the direct debit, or
  - I received notice but the amount or date of the direct debit is different from the amount or date on the notice.
- 6) If you dishonour a direct debit but the Initiator retries it within 5 business days of the original direct debit, I understand that the Initiator doesn't need to notify me again about that direct debit.

|  |              |             |               |
|--|--------------|-------------|---------------|
| For Bank Use Only                        |              |             | BANK<br>STAMP |
| Date Received:                           | Recorded by: | Checked by: |               |
| Original - Retain at Branch              |              |             |               |
| Copy - Forward to Initiator if requested |              |             |               |