

To submit a Periodical Payment Authority please complete and email this form to: sandhurst@catholicdevelopmentfund.org.au

Section 1 – Account Holder Details

Account Holder

Account Holder

Client Number

Nominated Contact Person for this request

Full Name

Email

Contact Number

Section 2 – Authority Details

New Authority

Debit DDF Account Number

Amount

Transaction Description

Frequency

Weekly Fortnightly Monthly Annually

First Payment Date (dd/mm/yyyy)

Final Payment Date (dd/mm/yyyy)

Until further notice After payments

Amend an Existing Authority

Authority Number

Amendment

Amend this authority Cancel this authority

Amendment Details

New Amount

New Frequency

Weekly Fortnightly Monthly Annually

First Payment Date (dd/mm/yyyy)

Final Payment Date (dd/mm/yyyy)

Until further notice After payments

New Lodgement reference

New Nominated Account Details - *complete Section 3*

Section 3 – Payee Details

Please provide the details of the nominated account to be credited in relation to this Authority.

- The account must be able to accept direct credit
- Non-DDF accounts must be held with an Australian Authorised Deposit-Taking Institution (ADI)

DDF Account

Acc name

Acc number

Lodgement reference

External Account

Name of Financial Institution

Acc name

BSB Acc number

Lodgement reference

Section 4 – Account Holder Authority

This form must be signed by the nominated Authorised Signatories of the Account Holder as referenced in Section 1, in line with the Account Authority instructions provided to DDF when the account was opened.

Signatory A	Signatory B
Full Name <input type="text"/>	Full Name <input type="text"/>
Role <input type="text"/>	Role <input type="text"/>
Date (dd/mm/yyyy) <input type="text"/>	Date (dd/mm/yyyy) <input type="text"/>
Signature <input type="text"/>	Signature <input type="text"/>

Important Information

DDF privacy policy – available on the DDF website www.ddfsandhurst.au/forms

DDF disclosure statement – available on the DDF website www.ddfsandhurst.au/forms

DDF Direct Debit Request Service Agreement – available on the DDF website www.ddfsandhurst.au/forms