

# Direct Offering Form

**What is Direct Offering?** It is an easy way for you to donate to your congregation.

**How does it work?** By completing this form you will give permission to U Ethical to transfer a set amount from your bank account or U Ethical Enhanced Cash Trust account into your congregation's account with U Ethical. A Direct Debit Service Agreement is provided as part of this form (see section 7).

## What are the benefits?

- It's convenient.
- It's safe (you don't need to carry cash).
- It's flexible. You can increase, decrease and even cancel your Direct Offering pledge at any time by notifying U Ethical in writing.
- It's regular. You can still give even when you are away and you don't have to worry about catching up when you return.
- It avoids cheque fees.
- It saves time for your congregation as there is less cash to count and bank each week.

**What are the costs?** U Ethical does not charge for this service. However, some banks and credit unions may charge you transaction fees, depending on the type of account. Please check with your financial institution. You will be responsible for any dishonour fees charged by your bank.

**How can you participate in Direct Offering?** Complete the form and return it to your Congregational Treasurer, Recorder or nominated person. If your congregation does not participate in Direct Offering program, please send your form directly to: U Ethical, level 5, 130 Little Collins Street, Melbourne, Victoria, 3000. To transfer funds from U Ethical Enhanced Cash Trust accounts, please ensure you include your 9 digit U Ethical Enhanced Cash Trust account number in the space provided in section 4 of this form.

## 1. Donor details

### Donor 1

Title	Full Given Name
<input type="text"/>	<input type="text"/>
Family Name	<input type="text"/>

### Donor 2

Title	Full Given Name
<input type="text"/>	<input type="text"/>
Family name	<input type="text"/>

### Contact details

Unit	Street number and name or PO Box		
<input type="text"/>	<input type="text"/>		
Suburb / city	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile number	Other phone number		
<input type="text"/>	<input type="text"/>		
Email	<input type="text"/>		

## 2. Type of request

New  Change  Cancel

## 3. Congregation/ Parish / Cluster to be credited

Congregation / parish / cluster Account number

Congregation / parish / cluster Account name

## 4. Direct debit details

Weekly  Fortnightly  Monthly  Quarterly  Half-yearly  Once off

Start date DD / MM / YYYY

Amount \$

Amount in words

BSB Account number

Account name

## 5. Authorisation to disclose personal information

U Ethical collects your personal information to provide this Direct Offering Service to you. Personal information includes your name(s), contact details, the donation amount(s) and your direct debit details. U Ethical will not use any of your personal information in any way which is not authorised by you.

You may wish for your name(s) and donation amount(s) to be disclosed to the Recorder/ Treasurer of the Congregation/ Parish/Cluster of your nomination for administrative and reporting purposes. If you wish to remain anonymous, the Congregation/Parish/Cluster of your nomination may not be able to provide you with a letter of thanks.

Please indicate below whether you consent to the disclosure of your name(s) and donation amount(s):

Donor 1 YES  NO

Donor 2 YES  NO

If you **do not** select an option, we will assume that you **do not** consent to the disclosure of your name(s) and donation amount(s). Please refer to the terms and conditions of this agreement (section 7) and U Ethical's Privacy Policy for more information.

## 6. Important declarations and acknowledgments

Our Direct Debit facility is an automated payment system enabling a specified amount to be automatically debited from your account with your financial institution, on a prearranged, periodical basis, and then credited to a nominated UCA Cash Management Fund Limited or UCA Growth Fund Limited account.

### Key features and benefits

- The convenience and ease of pre-arranging regular debits so you do not have to arrange individual transfers.
- Automatic debits can be on-off or periodic/regular payments.

### Key risks

- You will need to ensure that you have sufficient funds in your account to cover the transfer amount.
- If you wish to cease the debit, you need to do so by notifying U Ethical.
- Any refund of funds transferred will need to be organised directly with the party you are paying, unless the transfer was the result of an error made by U Ethical.
- Disruption to computer and/or telecommunications systems may occur from time to time resulting in the temporary unavailability of this service.

### Costs

- U Ethical does not charge any transaction fees for direct debit. However, some banks and credit unions may charge you transaction fees, depending on the type of account. Please check with your financial institution, as you will be responsible for any transaction or dishonour fees charged thereby.

I acknowledge I have read and understood the terms and conditions governing the direct debit arrangements as set out in the terms and conditions above, and in the Direct Debit Service Agreement set out in section 7.

I acknowledge:

1. Having read and understood the terms and conditions governing the debit arrangements between myself and UCA Cash Management Fund Limited as set out in this Request and in your Direct Debit Request Service Agreement; and
2. The debit arrangement constitutes a donation to my congregation, I am not making an investment and I am being directed by my congregation to direct the donation to my congregation's account with UCA Cash Management Fund Limited.

I request and authorise U Ethical (user 128251 / 244008) to arrange for any amount U Ethical may debit or charge to be debited through the Bulk Electronic Clearing system from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement (and any further instructions provided above).

## 7. Direct Debit Service Agreement

### Definitions

- › Account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.
- › Agreement means this Direct Debit Request Service Agreement between you and us.
- › Business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- › Debit day means the day that payment by you to us is due.
- › Debit payment means a particular transaction where a debit is made.
- › Direct debit request means the Direct Debit Request between us and you.
- › Us or we means U Ethical
- › You means the customer who signed the direct debit request.
- › Your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit

### 1. Debiting your account

- 1.1 By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between us and you.
- 1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- 1.3 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure about which day your account has or will be debited you should contact us directly.

### 2. Changes by us

- 2.1 We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days written notice.

### 3. Changes by you

- 3.2 If you wish to stop or defer a debit payment, you must notify us in writing at least seven (7) days before the next debit day.
- 3.3 You may also cancel your authority for us to debit your account at any time by giving us seven (7) days notice in writing before the next debit day.

### 4. Your obligations

- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.
- 4.2 If there are insufficient clear funds in your account to meet a debit payment:
  - a) you may be charged a fee and/or interest by your financial institution;
  - b) you may also incur fees or charges imposed or incurred by us; and
  - c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- 4.3 You should check your account statement to verify that the amounts debited from your account are correct.

### 5. Dispute

- 5.1 If you believe that there has been an error in debiting your account, you should notify U Ethical directly and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for a credit to your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.
- 5.4 Any queries you may have about an error made in debiting your account should be directed to us so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

### 6. Accounts

- 6.1 You should check:
  - a) with your financial institution whether direct debiting is available from your account, as direct debiting is not available on all accounts offered by financial institutions;
  - b) your account details which you have provided to us are correct by checking them against a recent account statement; and
  - c) with your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

### 7. Confidentiality

- 7.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about you:
  - a) to the extent specifically required by law; or
  - b) for the purposes of this agreement (including disclosing information in connection with any query or claim); or
  - c) with your express consent.

### 8. Notice

- 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to U Ethical, Level 5, 130 Little Collins Street, Melbourne VIC 3000.
- 8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.
- 8.3 Any notice will be deemed to have been received two business days after it is posted.

## 8. Signatures

### Donor 1

By signing the below, I acknowledge and accept the declarations, terms and conditions listed in sections 5, 6 and 7.

Signature

Date of request

DD / MM / YYYY

 /  / 

### Donor 2

By signing the below, I acknowledge and accept the declarations, terms and conditions listed in sections 5, 6 and 7.

Signature

Date of request

DD / MM / YYYY

 /  /