

Suncorp Easy Super Direct Debit Request



Plan Number: E6

WC: _____

Member No.: _____



Please return to: Wealth Administration Centre (LS004) GPO Box 1453 Brisbane QLD 4001

Account Details

Date: / /

Debit User Number: 0 0 0 1 2 5

I/We: (Insert your name in full)

(Surname or Company / Business Name)

(Given Names or ABN / ARBN)

authorise and request the Direct Debit User, Suncorp Life & Superannuation Limited (User No. 000125), to debit my/our account via the Bulk Electronic Clearing System in accordance with the instructions detailed in the Schedule below or on the terms set out on the DDR Service Agreement. I/We have read and understand the information contained in the DDR Service Agreement.

Please tick the appropriate box

- Establish a new Direct Debit Request ("DDR") to debit my/our account via the Bulk Electronic Clearing System from time to time in accordance with the instructions detailed in the schedule below, or on the terms set out in the DDR Service Agreement.
- Change my/our existing DDR in accordance with the instructions detailed in the schedule below.
- Cancel my/our existing DDR.
- I/We have read and understand the information contained in the DDR Service Agreement.
- I/We agree to Suncorp Life & Superannuation and the Trustee collecting, using and disclosing my/our personal information, including sensitive information if applicable, in accordance with the Suncorp Privacy Policy, a copy of which may be obtained by calling 13 11 55, contacting us at suncorp.com.au or by visiting any of our branches.

Signature/s: **X**

(if a joint account, all signatures may be required)

Address:

State:

Postcode:

Business Hours: ()

After Hours: ()

Facsimile: ()

Name of Financial Institution:

Address:

State:

Postcode:

Member Details

Member No.	Member's Full Name	Employee/Personal Contributions \$	Employer Contributions			Total Contributions \$
			Employer \$	Salary Sacrifice \$	Award/SGC \$	

If more than one member, please complete the Suncorp Easy Super Employees' Contribution Sheet

The Schedule

Insert name of account which is to be debited

BSB Number

| | | - | | |

Account Number

| | | | | | | |

Initial amount to be deducted each MONTH \$

Note: Direct Debiting is not available on the full range of accounts.

If in doubt, please talk to your financial institution.

(NB: Should equal Total Contributions above or Total Contributions on Employees' Contribution Sheet, if applicable)

Debit Details

1. What type of account is it? Please check with your financial institution if passbook or savings accounts are acceptable.

Cheque Passbook Savings

2. When would you like your **first payment** to be deducted? **07** / /

PLEASE REFER TO THE DDR SERVICE AGREEMENT FOR CONDITIONS

Suncorp Life & Superannuation Limited ABN 87 073 979 530

Helpful Hints for Direct Debit Request

- The Title of Account is the name in which the account is held.
Eg Mr R & Mrs A Jones.
- Your Account Number should be noted, NOT your Card Number.
- Deductions will be made on the 7th day of each month, except if this date falls on a weekend or public holiday. Should this occur, it will then be deducted on the next available working day.
- Direct debits cannot be drawn against a credit card.

Direct Debit Request (DDR) service agreement

This DDR Service Agreement forms part of the terms of the Direct Debit Request ('DDR') and should be read in conjunction with the DDR form.

DDR – Suncorp Easy Super

You can arrange to pay your superannuation by DDR.

We will process a direct debit to the account nominated on the DDR for the amount of the superannuation premium (plus any applicable Government charges, GST and processing fees) on the date that it is due in accordance with the terms and conditions of the superannuation policy contract.

Changing your DDR Authority

We will give you 14 days notice if we change any of the terms of the DDR.

Deferring, stopping or cancelling your DDR

You may defer, alter, stop or cancel your DDR at any time by providing at least 5 business days' notification **in writing** to any Suncorp Branch or by mail to:

Wealth Administration Centre (LS004)
GPO Box 1453, Brisbane QLD 4001

Or telephone us on **13 11 55** (ask for 'Life & Super')

Requests to vary the details of the account to be debited must be in writing and in the terms of the operating authority from the account. Alternatively, you may stop or cancel your DDR at any time by contacting the bank or financial institution where your account to be debited is held.

DDR dispute resolution

If you wish to dispute a DDR transaction, you can contact the bank or financial institution where your account to be debited is held, or contact us as follows and we will arrange for your disputed transaction to be investigated and where appropriate, for a correction to be made.

Wealth Administration Centre (LS004)
GPO Box 1453, Brisbane QLD 4001

Or telephone us on **13 11 55** (ask for 'Life & Super')

If we are unable to resolve the dispute to your satisfaction, you should contact the financial institution where the account to be debited is held to complete and lodge a DDR Customer Claim Form.

Non-business days

If your DDR falls due on a weekend or public holiday, we will process it on the next business day.

If you are uncertain of the date your DDR will be processed, you should contact your financial institution.

Returned or dishonoured DDRs

If your DDR is dishonoured or returned unpaid by your financial institution for any reason, we reserve the right to recover the funds from you and charge any additional fee that may apply.

Clear funds

You should ensure that you have sufficient clear funds in your Account to enable the DDR to be paid by your financial institution.

Your records

We will not disclose any details of your DDR to any person or corporation unless requested to do so by law, or unless the information is required in relation to a disputed transaction.

Your account

You should be aware that some financial institutions may not allow DDR to be processed to certain types of accounts.

You should check your account details against a recent statement from your financial institution, or check with your financial institution to ensure that a DDR can be processed to your account.

If you wish to make inquiries about your DDR

You can contact us by writing to:

Wealth Administration Centre (LS004)
GPO Box 1453, Brisbane QLD 4001

Or telephone us on **13 11 55** (ask for 'Life & Super')