

Employee Benefits Card Direct Debit Request.

Direct Debit Request – provides Westpac with the authority to automatically withdraw the amount shown on your monthly statement as the debit balance on your Employee Benefits Card (including Everyday Purchase Card, Meal Accommodation Card and Meal Entertainment Card) from the bank account nominated below, on or after the end of the respective Statement Cycle as stipulated under the Employee Benefits Card Terms & Conditions.

Our privacy policy is available at westpac.com.au or by calling 132 032 and covers how we handle your personal information.

Section 1 Customer Details.

Account Holder Name *(in full)*

Account Holder Address *(PO Box not allowed)*

Contact Phone Number

Section 2 Account Details.

Westpac Employee Benefits Card:

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The Employee Benefits Card will be paid from the following nominated account:

Name of Bank/Financial Institution *(where your payment will come from)*

Account Name

BSB Number

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Account Number

Section 3 Signature Authorisation.

I/We authorise and request **Westpac Banking Corporation** (User ID **249802**) to debit my/our account nominated above through the Bulk Electronic Clearing System in accordance with the attached Direct Debit Request Service Agreement.

Customer Name *(in full)*

Customer Name *(if account to be debited is a joint account)*

Customer Signature

Date

Customer Signature

Date

Section 4 Bank Use Only.

☐ Signature verified

☐ All details confirmed by CIS

Officer's Name (*print*)

Branch

BSB

Signature

Date

Once completed, please scan and e-mail
to Westpac Commercial Cards team
commercialcards@westpac.com.au

1.0 Our Commitment to You

We will notify you in writing of changes as soon as reasonably possible and at least 14 days before the change is made, unless we believe the change is unfavourable to you in which case we will give you at least 30 days' notice.

We will keep all information relating to your nominated financial institution account confidential, except where required for the purposes of conducting direct debits with your financial institution.

If you have a debit balance on your card, but then make a payment onto your card that places your card into credit or results in a zero balance at the due date, no direct debit repayment transaction will take place.

If however, you have a debit balance on your card, and fail to make an adequate additional payment to your card account that brings your card to a zero or positive balance by the end of each Statement Cycle, you authorise and instruct us to perform a direct debit of your nominated bank account on or after the end of the respective Statement Cycle to return your card balance to a zero or positive balance.

2.0 Your Commitment to Us

Please ensure that your nominated account is correctly provided, and that it can accept direct debits. If you are unsure, please contact your financial institution. Please ensure that there are sufficient cleared funds available in the nominated account, on the due date, to cover the direct debit.

You need to let us know as soon as possible, if the nominated account is transferred or closed, or your account details change.

If your direct debit arrangements are cancelled for any reason, you will need to arrange an alternative account for making the repayment. Please ensure that the Direct Debit Request form is signed in accordance with the signing authority for the account to be debited.

3.0 Can you change the Direct Debit arrangements?

Any changes that you would like to make are subject to the PDS. You need to give us seven (7) days notice before your next scheduled repayment for any of the following:

- Stopping an individual payment;
- Deferring a repayment;
- Suspending future repayments;
- Cancelling the repayments immediately; or
- Altering the repayment amount or repayment cycle.

You can make all of these changes by calling us on 1300 650 107, or contacting your financial institution.

If you consider a direct debit repayment has been initiated incorrectly, or if you don't understand any aspect of the direct debit procedure, you should contact us on the number above.

4.0 Other Information

If your date for a card repayment falls on a weekend or a National Public Holiday, we will automatically direct debit the repayment on the next Business Day after the weekend or National Public Holiday. Please contact your financial institution with processing enquiries.

If there is any debit balance at all on the repayment due date, the full amount of the repayment will take place. If your financial institution cannot withdraw the nominated amount from your account (for example there's not enough money in your account) they may dishonour the withdrawal. Please check the Terms and Conditions of your account to see whether dishonour fees apply.

Customer copy – Please retain for future reference