



Direct Debit Request

Macquarie Bank Limited ABN 46 008 583 542 AFSL and Australian Credit Licence no. 237502

Please send completed form to Client Administration: email business@macquarie.com or mail to Client Admin, Macquarie Bank Limited, GPO Box 4294, Sydney NSW 1164. **Please USE BLACK INK when completing this form.**

This form is to authorise us to debit your account for the payment of fees and charges or loan repayments incurred on your account, and/or redirection of credit or debit interest amounts.

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Client details

Company name:

Macquarie Account/facility number:

2

Details of financial institution account to be debited or credited

Account name:

BSB:

Account number:

3

Transfer details

Select one or more redirection options:

Redirect fees and charges

Redirect credit interest

Redirect debit interest

Redirect loan repayments

One off payments:

Password Token Fee (\$65)

MAC:

Statement Reissue Fee (\$7 per Statement)

Other:

Reason:

Amount:

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Direct debit request service agreement

I/we understand and acknowledge that:

1. My financial institution may, in its absolute discretion, at any time by notice in writing to me, terminate this request as to future debits.
2. Macquarie Bank Limited ('the Bank') may, by prior notice in writing to me within 14 days, vary the terms of the Direct Debit Request ('DDR').
3. Where the due date does not fall on a business day and I am uncertain whether sufficient cleared funds will be available to meet the direct debit, I will contact my financial institution directly and ensure that sufficient cleared funds are available.
4. I can modify or defer this regular DDR at any time by giving the Bank 14 days notice, in writing. I need to do this by the 6th day of the month for the change I'm requesting to take effect in that month. Upon doing so I will need to provide an alternative DDR for the payment of my loan repayments and fees/charges.
5. I can stop or cancel the regular DDR at any time by giving the Bank 14 days notice in writing. I need to do this by the 6th day of the month for cancellation to take effect in that month.
6. If at any time I feel that a direct debit against my nominated account is inappropriate or wrong it is my responsibility to notify the Bank as soon as possible. I may also notify the financial institution at which the account is held.
7. If you believe there has been an error in debiting your account, you should notify the Bank directly and confirm that notice in writing with the Bank as soon as possible so that your query can be resolved more quickly. If as a result of the Bank's investigations it is determined that your account has been incorrectly debited, the Bank will adjust your account accordingly. The Bank will also notify you in writing of the amount by which your account has been adjusted. If the investigation concludes that your account has been debited correctly, the Bank will respond by providing you with reasons why and evidence of this finding.
8. Direct debiting through BECS is not available on all accounts. I can check my account details against a regular statement or check with my financial institution as to whether I can request a direct debit from my account.
9. It is my responsibility to ensure that there are sufficient cleared funds in my nominated account to honour the DDR. I understand that the DDR will be automatically cancelled if three direct debit payments are dishonoured because of insufficient funds within a 12 month period. The Bank will give me 14 days notice in writing if they intend to cancel my DDR. The Bank will also charge the cost of dishonoured direct debits against my account.
10. It is my responsibility to ensure that the authorisation given to debit the nominated account is identical to the account signing instruction held by the financial institution where the account is held.
11. The Bank may need to pass on details of my direct debit request to their sponsor bank in BECS to assist with the checking of any incorrect or wrongful debits to my nominated account.

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Authority

I/we request you, Macquarie Bank Limited User ID 077379 and 015925 until further notice in writing, to debit my/our account described at section 2, with the amount(s) specified.

Authorised signatory

Date (DDMMYYYY):

Print name:

Authorised signatory

Date (DDMMYYYY):

Print name:

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