

# Direct debit request form

If you wish to make contributions to legalsuper on a monthly basis by direct debit from your bank account, you will need to complete all sections of this form.

Please use **BLOCK LETTERS** and **BLACK INK** when completing this form.

Return this completed form to either:

Email: mail@legalsuper.com.au

OR

Post: legalsuper  
Locked Bag 5081  
Parramatta NSW 2124  
Phone: 1800 060 312

## 1. Member Details

legalsuper Membership Number (if known)

Mr  Mrs  Ms  Miss  Dr  Justice

Surname

Given Names

Date of birth (dd/mm/yyyy)

Postal Address

Town or Suburb

State Postcode

Telephone number (Work)

Telephone number (Home)

Mobile Number

Email

Occupation

## 2. Payment Details

Bank Name/Financial Institution

Address of bank at which account is held

State Postcode

Account holder's name

BSB Number Account Number

Amount to be debited monthly

deducted on the 20th of each month

Deduction date to commence

**Please turn over for Authorisation**

### 3. Authorisation

I request that until further notice in writing, legalsuper debit my account at the financial institution identified overleaf, any amounts which legalsuper may debit or charge me through the Direct Debit system. I agree to pay any bank charges resulting from my use of the Direct Debit system. I understand and acknowledge that:

- The financial institution may, in its absolute discretion, determine the order of priority of payment by it of any monies pursuant to this request or any authority or mandate
- The financial institution may, in its absolute discretion, at any time by notice in writing to me, terminate this request as to future debits and
- legalsuper may, by prior arrangement and advice to me, vary the amount or frequency of future debits.

### Privacy

In completing this Direct Debit request form:

- I confirm that I have read the legalsuper Privacy Policy. I understand how legalsuper intends to handle my personal information and that my personal information will only be used for the purposes specified.
- I consent to the use and disclosure of my personal information to implement my Direct Debit request.

If you would like more information on privacy law requirements or a copy of legalsuper's Privacy Policy, please call legalsuper on freecall **1800 060 312** (8am to 8pm [AEST] Monday to Friday).

Applicant's Signature

Date (dd/mm/yyyy)

Co-account holder's Signature (if applicable)

Date (dd/mm/yyyy)

### Important Information

Direct Debit is an easy way to pay your superannuation contributions to legalsuper. You can use the Direct Debit facility through your bank or other financial institution. Please check with your financial institution to make sure this facility is available. The benefits in using the Direct Debit facility are:

- It is a fast and accurate way to pay your contributions to legalsuper
- You will save time and money on postage
- You will no longer need to send cheques.

### Direct Debit request service agreement

#### 1. Why an agreement?

Through the Direct Debit request (DDR) you are allowing us to debit amounts from your bank\* account. The amount we will debit from your account depends on your instructions to us via the DDR form or any changes notified to us in writing.

#### 2. If legalsuper wants to change this agreement

We will notify you at least 14 days before making any changes to this agreement.

#### 3. If you want to change your Direct Debit or make an enquiry

Please call legalsuper on **1800 060 312** (8am to 8pm [AEST] Monday to Friday) if you wish to:

- Delay, cancel or change your Direct Debit – (you need to advise us in writing at least three business days before the date we will debit your bank account), or
- Dispute a debit that has been made from your bank account – legalsuper will respond to your enquiry within five business days.

#### 4. Due date for Direct Debits, weekends and public holidays

Your account will be debited as per the amount instructed by you, on the 20th of each month. When the due date (i.e. 20th of the month) falls on a weekend or public holiday, your account will be debited the next business day.

#### 5. Make sure you have enough money in your account

You should make sure that you always have enough cleared funds in your account (by the due date) for us to debit your account.

If there isn't enough money (i.e. cleared funds) in your account, we will still make the debit. But if your bank dishonours the debit, we may pass on to you any dishonour fees and/or any costs incurred by legalsuper.

#### 6. Confidentiality

We will keep your bank account details confidential except when a Court order applies, or if legalsuper's bank needs information about your account, or if you give us permission to reveal your bank details.

#### 7. Check that you give us your correct details

Before completing this legalsuper Direct Debit request form, please check with your bank that:

- Your nominated bank account permits Direct Debit, as some banks or other financial institutions do not, and
- The account number you give us is correct (refer to your bank statement or contact your bank if necessary).

\* Please note that 'bank' could also mean other financial institutions.

legalsuper is unable to accept Voluntary Contributions or Deductible Contributions unless we have your Tax File Number (TFN). If you wish to make a Voluntary Contribution or a Deductible Contribution, you must therefore provide us with your TFN.

Please call us on **1800 060 312** (8am to 8pm [AEST] Monday to Friday) if you need to provide your TFN.