

# Giving Direct an easier way to give



Willing, generous giving, along with personal involvement and prayer support,  
helps us to draw into a deeper relationship with Jesus Christ.

## What is Giving Direct?

U.C.I.S Giving Direct is the easier way for you to give to your church. It can be used for your regular tithes and offerings, or even building funds and special projects.

Instead of using cash or cheques to make your offering, you can have it automatically debited directly from your nominated bank account and deposited into your church account at U.C.I.S on a regular basis.

It's easy and efficient. You can enjoy the personal convenience of giving in this way, while helping to achieve the vision of your church.

## The Benefits

### An easier way for you

- you no longer have to worry about having cash available to take to church.
- you can continue supporting the work of your church even if you are unable to attend worship services if you are ill or on holidays.

### An easier way to give for your church

- Giving Direct reduces some of the risks and concerns associated with handling cash.
- it's much easier for your church to budget and fulfil its mission if your offering is deposited into the church's account on a regular basis.

## How it works

1. Decide how much you wish to contribute to your church.
2. Complete the attached U.C.I.S Giving Direct Direct Debit Request form authorising the direct debit.
3. Hand your completed form to your Giving Direct coordinator or send it directly to: U.C.I.S, Reply Paid 674, Brisbane QLD 4001 (no stamp required).

4. U.C.I.S then draws the funds from your nominated bank account at regular intervals determined by you. Please make sure that funds are available on the agreed dates, or your church will incur a dishonour fee.
5. These funds are then deposited directly into your church's U.C.I.S account.
6. To alter the amount you give, or to change your nominated bank account details, please advise U.C.I.S in writing.

## Frequently Asked Questions

### Which accounts can I give from?

This service is available if you have a bank, credit union or building society account that is accessible by either plastic card or cheque. Some banks do not allow direct debiting of passbook-style accounts, so check with your branch if you are unsure.

### What about confidentiality?

All details of your offering will be kept confidential between U.C.I.S, your Giving Direct coordinator and yourself.

Your Giving Direct coordinator is:

Jo Lockyer

# U.C.I.S Direct Debit Request Service Agreement

## (Please retain for your records)

### 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 Sunday or a national public holiday.

**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 you and us.

**Us or we** means The Uniting Church Investment Service ("U.C.I.S") you have authorised by signing a Direct Debit Request.

**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.

### Debiting your account

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.

We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.

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 ask your financial institution/U.C.I.S respectively.

### Changes by us

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.

### Changes by you

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. This notice should be given to us in the first instance.

You may 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. This notice should be given to us in the first instance.

You may otherwise change the arrangement under a Direct Debit Request by notifying us in writing at least seven (7) days before the next debit day.

### Your obligations

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.

If there are insufficient funds in your account to meet a debit payment:

- you may be charged a fee and/or interest by your financial institution
- you may also incur fees or charges imposed or incurred by us
- 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.

You should check your account statement to verify that the amounts debited from your account are correct.

If U.C.I.S is liable to pay Goods and Services Tax (GST) on a supply made by U.C.I.S in connection with this Agreement, you agree to pay U.C.I.S on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

### Disputes

If you believe that there has been an error in debiting your account, you should notify us directly by telephone on 1300 655 653 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.

If we conclude, as a result of our investigations, that your account has been incorrectly debited we will request your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

If we conclude, as a result of our investigations, that your account has not been incorrectly debited we will provide you with reasons and any evidence for this finding.

Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between you and us. If we cannot resolve the matter you can still refer it to your financial institution that will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

### Accounts

#### You should check

- 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
- your account details which you have provided to us are correct by checking them against a recent account statement
- with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

### Confidentiality

We will keep any information (including your account details) in your Direct Debit Request confidential between U.C.I.S, your nominated Direct Debit coordinator and yourself. By completing this Direct Debit Request form, you agree to U.C.I.S collecting and using the personal information you give us, to enable us to provide to you the services you have requested, information on your account, general information (such as newsletters) and information on our other banking and lending products and services, or otherwise as required by law. If you have any concerns about how we will use the information, or wish to amend your personal details, please write to us at the address shown on this brochure.

### Notice

If you wish to notify us in writing about anything relating to this Agreement (apart from changes as above), you should write to:

U.C.I.S

Reply Paid 674

BRISBANE QLD 4001 (no stamp required).

We will notify you by sending a notice in the ordinary post to the address you have given us in the Direct Debit Request. Any notice will be deemed to have been received two business days after it is posted.



The purpose of this form is for you to authorise U.C.I.S to transfer funds from your nominated bank, building society or credit union account, into an account held by your church.

Request and Authority to debit the account named below to pay

New request     Amendment to existing request

Name of church or organisation

Christian City Church Robina—Building Fund

## Personal details

Surname or company name

Given names or ABN

("you")

request and authorise THE UNITING CHURCH INVESTMENT SERVICE ("U.C.I.S.") (Debit User No. 148029) to process any amount U.C.I.S deems to debit or charge you through the Bulk Electronic Clearing System from an account held at the Financial Institution below subject to the terms and conditions of the Direct Debit Request Service Agreement and further instruction that may be provided below.

## Financial institution from which money is to be debited

Name of financial institution

Address

postcode

## Account details to be debited

Account name

BSB number

-

Account number

## Debit amount and frequency

The maximum amount to be debited at any one time is \$   
(amount in words)

The first debit may be made on  /  /

and at the following intervals (please tick)

- weekly                       fortnightly  
 monthly                       quarterly  
 half yearly

## Acknowledgement

By signing this Direct Debit Request you acknowledge having read this and understand the terms and conditions under which debit arrangements are made between you and THE UNITING CHURCH INVESTMENT SERVICE as laid down in this Direct Debit Request and in your Direct Debit Request Service Agreement.

**Signature and address of account holder** please ensure this application is signed by all required signatories to the account

Signature	
Name	Position
Phone (day)	
(    )	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Signature	
Name	Position
Address (if signing for an organisation)	
<input type="text"/>	
postcode	
<input type="text"/>	

U.C.I.S 60 Bayliss St, Auchenflower Qld 4066 | Reply Paid 674, Brisbane Qld 4001 | 1300 655 653 | [www.ucis.com.au](http://www.ucis.com.au)

Please return this to U.C.I.S

Office use only	Credit Congregation A/c No.: 1003241 s 21.1	Authority No.:	Input:	Checked:	Ack:
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