



**Please return by Thursday 6 December 2018**

Instalments commence:

|              |        |          |                |
|--------------|--------|----------|----------------|
| Weekly:      | Friday | 7/12/18  | 44 instalments |
| Fortnightly: | Friday | 7/12/18  | 22 instalments |
|              | or     | 14/12/18 | 22 instalments |
| Monthly:     |        | 28/12/18 | 10 instalments |

**All 2019 accounts must be finalised by 4 October 2019**

## Payment Authority Form

### 1. Fee payer information:

St Joseph's College account code (located top right on tax invoice/statement)

First Name  Surname

Phone  Email

Address

### 2. I wish to pay instalments:

Weekly (Fridays)       Fortnightly (Fridays)       Monthly (28<sup>th</sup> day of month)

Instalment amount \$       Commencing  /  /

Until account is fully paid (zero balance)      or       Ongoing to allow my account to go into credit

### 3. I wish to pay instalments by:

Credit Card      or       Direct Debit

If credit card is selected, complete the following:      If direct debit is selected, complete the following:

Name on Card       Account Name

Visa       Mastercard      BSB/Branch Number

Credit Card Number          Account Number

Expiry Date        Bank/Financial Institution Name

I authorise St Joseph's College (User ID 067827) to debit funds from my account at the financial institution identified above and as prescribed by the Bulk Electronic Funds Clearing System (BECS). I certify that I am an authorised signatory of the above account and the payment instructions are consistent with the account authority or signing instructions held by my financial institution for that account. I understand that I may change my banking details or cancel this agreement by emailing [fees@stjosephs.com.au](mailto:fees@stjosephs.com.au) a minimum of 14 days in advance.

Signature       Date

Please ensure adequate cleared funds are available in your nominated account on the due date. Returned payments may be charged an administration fee of \$15. Completed forms can be returned by post or in person to St Joseph's College, 5 Brenock Park Drive, Ferntree Gully Vic 3156. Direct Debit Service Agreement available on College website.