



MINING & ENERGY UNION

SOUTH WESTERN DISTRICT

ABN 49 954 293 181

636 Northcliffe Drive
KEMBLA GRANGE NSW 2526
02 4271 7577
admin@meusw.org.au

Unit 2, 130 Church Street
MUDGEES NSW 2850
02 6372 4792
ccarberry@meusw.org.au

52 Eskbank Street
(PO Box 364)
LITHGOW NSW 2790
02 6351 3287
adminwest@meusw.org.au

Broken Hill Trades Hall
242 Blende Street
(PO Box 355)
BROKEN HILL NSW 2880
08 8087 3166
adminwest@meusw.org.au

DIRECT DEBIT REQUEST FORM

MEMBER DETAILS

FULL NAME _____

EMAIL ADDRESS _____

EMPLOYER _____ COLLIERY/SITE _____

DETAILS OF ACCOUNT TO BE DEBITED

Request and authority to debit the account named below to pay Mining & Energy Union South Western District.

FINANCIAL INSTITUTION NAME _____

FINANCIAL INSTITUTION ADDRESS _____

NAMES ON ACCOUNT _____

BSB NUMBER _____ -- _____ ACCOUNT NUMBER _____

PAYMENT DETAILS

DIRECT DEBIT FREQUENCY WEEKLY ☐ FORTNIGHTLY ☐ MONTHLY ☐ QUARTERLY ☐

Your membership will start at the commencement of your first debited payment on

FRIDAY ____/____/____

MEMBERS CONSENT

By signing this Direct Debit Request, you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and the Mining & Energy Union South Western District (MEUSW) as set out in this request and in the Direct Debit Request Service Agreement.

SIGNATURE _____ DATE _____

Please note: It is your responsibility as a member to ensure union deductions are being made as requested. If union dues remain unpaid after 14 days, you will be deemed unfinancial and after 30 days your membership may be cancelled.

Please inform us immediately if you have a change of bank account, changed employers, or have ceased employment.

Thank you

DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. Debiting your account	1.1 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. 1.2 We will only arrange for funds to be debited from your account on Friday's as authorised in the direct debit request. 1.3 If the debit day falls on a day that is not a business day, we will process your direct on the closest business day. If you are unsure about which day your account will be debited, you should ask us.
2. Changes by Us	2.1 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.
3. Changes by You	3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us at admin@meusw.org.au or adminwest@meusw.org.au. 3.2 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. 3.3 You may also 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.
4. Your Obligations	4.1 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. 4.2 If there are insufficient clear funds in your account to meet a debit payment: (a) you may be charged a fee and/or interest by your financial institution. (b) you may also incur fees or charges imposed or incurred by us; and (c) a double payment will automatically be processed on your next payment cycle (arrears plus current payment) and arrears continued to be calculated in accordance with our rules. 4.3 You should check your account statement to verify that the amounts debited from your account are correct.
5. Disputes	5.1 If you believe that there has been an error in debiting your account, you should notify us directly 02 4271 7577 / admin@meusw.org.au or 02 6351 3287 / adminwest@meusw.org.au and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging for 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. 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited, we will respond to your query by providing you with reasons and any evidence for this finding. 5.4 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 us and you. If we cannot resolve the matter, you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.
6. Accounts	You should check: (a) 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. (b) your account details which you have provided to us are correct by checking them against a recent account statement; and (c) with your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.
7. Confidentiality	7.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction, or disclosure of that information. 7.2 We will only disclose information that we have about you: (a) to the extent specifically required by law; or (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).
8. Notice	8.1 If you wish to notify us in writing about anything relating to this agreement, you should email admin@meusw.org.au or adminwest@meusw.org.au 8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request. 8.3 Any notice will be deemed to have been received two (2) business days after it is posted.
Definitions	• account - the account held at your financial institution from which we are authorised to arrange for funds to be debited. • agreement - this Direct Debit Request Service Agreement between you and us. • business day - a day other than a Saturday or a Sunday or a public holiday listed throughout Australia. • debit day - the day that payment by you to us is due. • debit payment - a particular transaction where a debit is made. • direct debit request - the Direct Debit Request between us and you. • us or we - MEU - Mining & Energy Union South Western District, the Debit User you have authorised by signing a direct debit request. • you - 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.