HubHello Pty Ltd **Suite 309, Exchange Tower** **530 Little Collins Street** **VIC 3000** **1300 796 110**	# Direct Debit Request Service Agreement

Request and Authority to debit	**Child's Surname:** **Child's Name(s):** **Parent / Guardian Name(s):** *"you"* Request and authorise HubHello to arrange, through its own financial institution, a debit to *your* nominated account for the total amount of the fees owed on *your* parent account. This debit or charge will be subject to the terms and conditions of the Direct Debit Request Service Agreement.
Insert name of financial institution	**Financial institution name:**
Insert details of account to be debited	**Name/s on account:** **BSB number (must be 6 digits):** ☐☐☐ — ☐☐☐ **Account number:** ☐☐☐☐☐☐☐☐☐ **OR** **Name/s on card:** **Credit Card Number:** ☐☐☐☐/☐☐☐☐/☐☐☐☐/☐☐☐☐ Expiry Date: ☐☐/☐☐ Card type: ☐ VISA ☐ MasterCard
Acknowledgement	By signing and/or providing us with a valid instruction with respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the direct debit arrangements between you EHOOSH and HubHello, as set out in this Request and in your Direct Debit Request Service Agreement.
Insert your signature	**Signature:** **Date:** ____/____/_____
Disposal of Records	Once records are no longer required to be kept, they will be destroyed securely using a shredding device
Fees and Charges	Hubworks will charge a fee for the processing of direct debit. Bank Account- 75c per transaction, Visa/MC- .75c plus 0.9% of transaction total, AMEX- .75c plus 3.85% of transaction total.

Direct Debit Request Service Agreement

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Suite 309 Exchange Tower 530 Little Collins Street Melbourne VIC, 3000 1300 769 110

 By ticking this box you have understood and agreed to the terms and conditions governing the debit arrangements between you and Eastwood Heights OSHC as set out in this Request and in your iPay Request Service Agreement. A iPay registration record will be sent to the email address you have nominated on your child's enrolment form.

Overview

This is your Direct Debit Service Agreement with **HubHello Pty Ltd ACN 160 176 018**. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference.

It forms part of the terms and conditions of your Direct Debit Request (DDR)

and should be read in conjunction with your DDR authorisation.

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*.

- *banking day* means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

- *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 *us* and *you*.

- *us* or *we* means **HubHello,** (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

- *you* means the customer who has signed or authorised by other means the *Direct Debit Request*.

- *your financial institution* means the financial institution nominated by *you* on the DDR at which the account is maintained.

1. Debiting your account

1.1   By signing a Direct Debit Request or by providing us with a valid instruction, 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 as authorised in the Direct Debit Request.

Or

We will only arrange for funds to be debited from *your account* if *we* have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.