

DIRECT DEBIT SERVICE AGREEMENT

Premiums

- At your request, the QBCC will debit your nominated account for Home Warranty Insurance premiums as agreed with you at the time of transacting the specific item of business. You will need to contact the QBCC to use the direct debit method of payment each and every time you wish a transaction to take place.
- Premiums will be in accordance with gazetted rates applicable to the specific service.
- The amount debited will be confirmed at the time you notify the QBCC of your requirements.

General

- In relation to any transaction, your account will only be charged when you give the QBCC approval to do so.
- Once you have authorised the direct debit transaction, the QBCC will draw the amount on the next business day.
- The QBCC:
 - will provide you with no less than 14 days notice of any proposed changes to these debiting arrangements
 - reserves the right to cancel the drawing arrangements if one drawing is returned unpaid by your nominated Financial Institution
 - will keep all information pertaining to your nominated account, private and confidential. However, the Financial institution may require such information to be provided in connection with a claim made on it relating to an alleged incorrect or wrongful debit.
- Once this agreement is entered into, an authorised representative will have access to use the below account for Premiums relating to this licence.

Your rights

- You may terminate these drawing arrangements at any time by giving QBCC five working days notice in writing.
- Where you do not wish to pay by direct debit, you should notify a QBCC staff member at the time you lodge insurance details.
- Where you consider that a drawing has been initiated incorrectly or for an incorrect amount, you should notify the QBCC immediately.
- You may request alteration to the debit arrangements by giving the QBCC five working days notice in writing.

Your commitment to QBCC—your responsibilities

- Be aware that direct debiting through Bulk Electronic Clearing System is not available on all accounts.
- It is your responsibility to:
 - ensure that sufficient funds are available in the nominated account to meet a drawing.
 - pay any fees charged by the Financial Institution due to a drawing returned unpaid.
 - ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by the Financial Institution where the account is based.
 - advise the QBCC if the account nominated by you to receive the drawings is transferred or closed.
 - arrange with the QBCC a suitable alternative payment method if the drawing arrangements are cancelled either by you, the nominated Financial Institution or the QBCC.

Privacy notice

The QBCC is collecting personal information on this form to establish a direct debit arrangement for the payment of premiums for Queensland Home Warranty Scheme cover under the QBCC Act. The QBCC will not be able to establish the direct debit arrangement if all or some of the information is not provided.

The information will only be disclosed by the QBCC to another party with your consent, or as authorised or required by law.

Visit the [QBCC Privacy Policy](#) for more information, including steps to access and amend your personal information, or submit a privacy complaint.

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – crossed out and initial any amendments

Please complete all details and supply attachments for this application where applicable.

Return your fully completed form and ALL required documents by:

Post: GPO Box 5099, Brisbane QLD 4001
Online: via [myQBCC](#) portal

1. CUSTOMER DETAILS

*Name

*Postal address

State

Postcode

QBCC licence
number

*Phone

Mobile

*Email

I request and authorise the Queensland Building and Construction Commission (APCA User Identification Number 068498) to arrange for funds to be debited from my/our account at the Financial Institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Queensland Building and Construction Commission Direct Debit Service Agreement.

2. DETAILS OF YOUR NOMINATED ACCOUNT TO BE DEBITED

ELECTRONIC FUNDS TRANSFER DETAILS

Account name

Financial
institution

BSB

Account number

3. DIRECT DEBIT REQUEST AUTHORISATION

(This section must be completed by signing and dating BOTH lines)

By signing this Direct Debit Request I acknowledge I have read and understood the Direct Debit Service Agreement above and I authorise the following:

1. The Debit User to verify the details of the above mentioned with my Financial Institution.
2. Release of information by above mentioned Financial Institution to verify my account details.

Signature
of Licensee
or Company
Director

D D M M Y Y Y Y
/ /

Print name

(A letter of authority is required for authorised personnel to sign on behalf of a company director)

Signature
of Account
Holder

D D M M Y Y Y Y
/ /

Print name

(This must be a signature of a person authorised to withdraw money from the above account)

**OFFICE
USE ONLY**

Date D D M M Y Y Y Y
/ /

QBCC
Licence No:

Letter of Authorisation
attached (where required)

Yes ☐ No ☐

Signed/Dated by Contractor/Director
/Key Personnel and Account Holder.

Yes ☐ No ☐

Process officer