



Caritas
COLLEGE

PaySmart Direct Debit Form

IMPORTANT POINTS TO REMEMBER WHEN COMPLETING THIS FORM

1. Print clearly and in capital letters
2. **Customer Details** - Complete all sections including date of birth, drivers licence number, mobile number and email address.
3. **Payment Details – In step 1:** Your Regular Debit Amount is the total annual school fee for your family as determined by the current Fee Schedule, divided by your Frequency selected in **Step 2**.

Eg. Annual School Fee \$3515 / 12 Month Frequency = \$292.90 Debit Amount
Annual School Fee \$3515 /26 Fortnight Frequency = \$135.20 Debit Amount
Annual School Fee \$3515 /52 Weekly Frequency = \$67.60 Debit Amount

Commencing On Date – You can choose a day of the week or fortnight that suits you best; a suggestion is to match your pay day cycle. For monthly you simply choose a date that suits you every month.

Until further Notice – If this box is selected in **Step 1** then your payments will be for a minimum of 12 months or 26 fortnights or 52 weeks. The benefit of selecting until further notice is, if you wish to continue with the direct debit option the following year you do not need to complete a new form each year. The school will advise families and PaySmart of the adjusted amount each year.

If you would like assistance in determining the periodic payment, families can complete all details on the form leaving the amount in step 1 blank, but completing the frequency, Caritas College will calculate this figure, & provide a copy of the completed form to you.

4. Provide Your Bank Account Details

Either DEBIT FROM BANK ACCOUNT OR CREDIT CARD DIRECT

5. Sign The Direct Debit Request

AUTHORISATION AND DATE (If the account requires 2 signatures for withdrawals then both people are to sign and date)

6. Please Return All 3 Copies Of The Form

(Or Email completed form to accounts@cc.catholic.edu.au)

Your customer copy will be returned to you after processing, so please keep all forms together when completing the form to ensure the duplicate copies are clear to read.

Please read the back of the PaySmart Direct Debit agreement which further explains the details of this agreement in particular points 6 & 8.

If you have any queries please don't hesitate to contact the Finance Office on 86489700