



My Gift to St James Parish Thanksgiving Program



YOUR DETAILS

MR MRS MISS MS OTHER
FIRST NAME.....
SURNAME.....
ADDRESS.....
SUBURB.....
email.....
mobile / phone.....

The First Collection supports the Augustinian Ministries, who care for St James' Parish. This includes presbytery costs, the living expenses of the parish priests, and a contribution to the Australian Augustinian Province. The Second Collection supports St James' parish. This includes the operating costs of the parish such as liturgical expenses, sacramental and adult faith development programs, staffing, insurances, office expenses, and maintenance. It enables the parish to commit to mission. A contribution of 18% of the second collection is made to the Archdiocese of Brisbane.

When considering your giving, we invite you to consider an amount that reflects one hour of your working week...

MY MONTHLY GIFT WILL BE

1ST COLLECTION \$..... PER MONTH
2ND COLLECTION \$..... PER MONTH

DIRECT DEBIT (monthly) (PLEASE SEE OVER)

The Archdiocese of Brisbane will provide you with a full Service Agreement and confirmation of your details regarding this arrangement. Recurring payments will be deducted on 25th monthly. If this is not a normal business day, payment will be on the next normal business day. Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane: ABN 25 328 758 007.

CREDIT CARD (monthly)

PLEASE CHARGE MY VISA M/CARD
CARD NO.....
CARD EXPIRY.....
CCV (3 DIGITS ON BACK).....
ACCOUNT NAME.....
SIGNATURE.....

OR

MY WEEKLY GIFT WILL BE

1ST COLLECTION \$.....PER WEEK
2ND COLLECTION \$.....PER WEEK
 PLEASE SEND ME ENVELOPES

YOUR PAYMENT DETAILS



PLEASE RETURN THIS FORM TO:
1. OSASTJAMES@BNE.CATHOLIC.NET.AU
2. DROP INTO COLLECTION PLATE
3. POST TO ST JAMES' PARISH,
PO Box 1051,
COORPAROO DC, 4151.

PH: 3397 1671

After you drop this form into collection plate / office letter box / post box,
Trish will send you the form for direct debit agreement.

See details below.



DIRECT DEBIT REQUEST
SERVICE AGREEMENT

- The Archdiocesan Development Fund (ADF) on behalf of your Parish undertakes to debit your account on the nominated day each period as per the information you provide. Please note the ADF will not issue billing advices to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated bank or financial institution account.
- The ADF will provide you with 14 days notice if we change any of the terms of the DDR.
- You should contact your Parish Office should you wish to:-
 1. Alter the amount or defer any arrangements.
 2. Stop any debit item or Cancel this Direct Debit Request.
 3. Query or dispute any Debit item.

The Parish Office will in turn contact the ADF and provide your **written instructions** in relation to "1" and "2" above. In respect of "3", the Parish will provide details to the ADF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the ADF and you.

- Direct Debiting **is not** available on all bank accounts. You will need to check with your bank or financial institution if you are uncertain whether your account is suitable for direct debiting. **Credit Cards and some passbook accounts are not suitable for Direct Debits.**
- You should check your account details against a recent statement from your bank or financial institution to ensure their correctness. If uncertain, check with your bank or financial institution before completing the Direct Debit Request.
- It is your responsibility to have sufficient clear funds available in the relevant account by the due date to permit the payment of Debit Items in accordance with the Direct Debit Request.
- When the due date for payment falls on a day which is not a Business Day the Debit will be processed by the ADF on the next available Business Day. If you are uncertain when the debit will be processed to your account, please inquire direct to your Bank or Financial Institution.
- If Debit Items are returned unpaid by your Bank or Financial Institution, the ADF will debit your account with the amount of the returned debit plus any processing charges incurred by the ADF. The Parish will be advised of the unpaid item and will instigate contact directly with you. Any charges incurred by you at your Bank or Financial Institution are outside the control of the ADF.
- Details of Customer records and account details will be kept in confidence and accessed only by ADF staff for the purpose of processing the Direct Debit Request, whilst noting that the Commonwealth Bank may require such information to be provided to them in connection with a claim made on the Bank relating to an alleged incorrect or wrongful debit.