

Direct Debit Authority



Name of my account to be debited (acceptor)

Initiator's authorisation code

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Name of my bank

Bank

Branch

Account

Suffix

From the acceptor to _____ (my bank):
[insert name of acceptor's bank]

I authorise you to debit my account with the amounts of direct debits from **The Skills Organisation** with the authorisation code specified on this authority in accordance with this authority until further notice.

I agree that this authority is subject to:

- The bank's terms and conditions that relate to my account, and
- The specific terms and conditions listed below.

Please include the following information on my bank statement

Authorised signature/s:

Date:

Specific conditions relating to notices and disputes

I may ask my bank to reverse a direct debit up to 120 calendar days after the debit if:

- I don't receive a written notice of the amount and date of each direct debit from the initiator, or
- I receive a written notice but the amount or the date of debiting is different from the amount or the date specified on the notice.

I may ask my bank to reverse a direct debit up to 9 months after the date the initiator sent the first direct debit under the authority if I am not reasonably satisfied that the authority authorised my bank to debit my account with the amount of the direct debit.

The initiator is required to give you a written notice of the amount and date of each direct debit no less than 2 business days before the date of the debit.

For a series of direct debits, the initiator is required to give a written notice of the amount and date of each direct debit, including the first direct debit in a series, of no less than 10 calendar days. The notice is to include:

- the dates of the debits, and
- the amount of each direct debit.

If the initiator proposes to change an amount or date of a direct debit specified in the series, the initiator is required to give you notice no less than 30 days before the change.

If the bank dishonours a direct debit but the initiator sends the direct debit a second time within 5 business days of the original direct debit, the initiator is not required to notify you a second time of the amount and date of the direct debit.

For Bank Use Only

Approved

Date Received

Recorded By

Checked By

Bank Stamp

1211
02/12