



Automatic Payment Arrangement Application

Customer Details

Company Name:

MCS Communication Account Number:

To assist with paying your account, MCS Communication is pleased to offer you four options. You may pay your Account by automatic direct debit from a nominated bank account, by automatic direct debit from a nominated credit card, Electronic funds transfer or Payment via Credit Card over the Phone. Please select the automatic payment method that best suits your company needs. Please ensure you understand your obligations including fees and charges payable.

Preferred Payment Method

- Electronic Funds Transfer Direct Debit via Bank Account Direct Debit via Credit Card
 Payment via Credit Card over the Phone (Surcharges based on Credit Card type apply)

If you have selected Electronic Funds Transfer or Payment via Credit Card over the Phone as your preferred method of payment you are required to supply MCS Communication with one of the two additional payment methods listed below. Please note; MCS Communication will only use this second pay method if your account remains unpaid by the 14th of each month.

Non Direct Debit options incur a fee of \$3.50 ex GST

Standing Authorisation Payment via Credit Card

You may elect for MCS Communication to accept payments via a credit card standing authorisation. Credit card payments attract a merchant card fee surcharge as displayed on the card options below against your total invoice due.

Credit Card Type

- Visa Mastercard Diners Amex
1.1% surcharge 1.1% surcharge 3.75% surcharge 1.5% surcharge

Cardholders Signature

Credit Card Number

Name on Card

Expiry Date

Date

Standing Authorisation Payment via Direct Debit

Company Name

Given Names or ABN/ARBN

Name & Address of Financial Institution

Account Name

Signature 1

BSB Number

Date

Account Number

Signature 2

Date



Automatic Payment Arrangement Application

Additional Notes (if required)

Our Commitment to You

Drawing Arrangements Direct Debit

Debit User ID number **442670**.

We aim to send you your MCS Communication invoice within seven days of each new calendar month to allow reasonable time for you to review charges.

We will draw on the funds every month, unless you have otherwise nominated and paid via the preferred method of payment.

Where the due date falls on a non business day, we will draw the amount on the previous business day.

We will not change the amount or frequency of drawings arrangements without your prior approval.

We reserve the right to cancel the MCS Communication Ongoing Payment Arrangement drawing arrangements if three or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternate payment method.

We will keep all information pertaining to your nominated account at the Financial Institution, private and confidential.

Your Rights

You may terminate the MCS Communication Ongoing Payment Arrangement drawing arrangements at any time by giving written notice directly to us, or through your nominated Financial Institution. Notice given to us should be received by us at least 5 business days prior to the due date.

You may stop payment of a drawing under the MCS Communication Ongoing Payment Arrangement by giving written notice directly to us, or through your nominated Financial Institution. Notice given to us should be received by us at least 5 business days prior to the due date.

You may request change to the drawing amount and / or frequency of MCS Communication Ongoing Payment Arrangement drawings by contacting us and advising your requirements in writing no less than 5 business days prior to the due date.

Where you consider that a drawing has been initiated incorrectly [outside the MCS Communication Ongoing Payment Arrangement arrangements] you may take the matter up directly with us, or lodge a Direct Debit Claim through your nominated Financial Institution.

Your Commitment to Us

Your Responsibilities

It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date. A \$50 fee will apply if overdrawn.

It is your responsibility to 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.

It is your responsibility to advise us if the account nominated by you to receive the MCS Communication Ongoing Payment Arrangement drawings is transferred or closed.

It is your responsibility to arrange with us a suitable alternate payment method if you wish to cancel the MCS Communication Ongoing Payment Arrangement drawing.

Authorisation

I/We understand that if my preferred method of payment is Electronic funds transfer or Payment via Credit Card over the Phone and I have not transferred the funds on or before the 14th of each month my bank account or credit card, will be debited for all amounts outstanding. I/We agree that a minimum of 5 business days is a sufficient period to review our company's charges. I/We acknowledge that this Direct Debit and Direct Credit arrangement is governed by the terms of the Client Service Agreement received from MCS Communication and Terms and Conditions www.mcsccommunications.com.au

Authorised Representative Signature

Date