Direct Credit Request

For any enquiries contact us on **1300 654 998** Monday to Friday 8am-8pm or Saturday 9am-5pm (Melbourne time)
Mail to ME Bank, Reply Paid 1345, Melbourne VIC 8060
Fax to (03) 9708 4633
Visit **mebank.com.au**

This form is used to establish a new direct credit request or to change the details of an existing direct credit request from your ME Bank account.
You can only make one direct credit request per form.

I/We request you to arrange for funds to be withdrawn from my/our ME Bank account shown below and credited to the account at the financial institution shown in Section 2 in accordance with: (a) my/our instructions set out below **and** (b) my/our future instructions.

Section 1 - Details of your ME Bank account (funds will be withdrawn from this account)

Account Number

Account name

Section 2 - Details of the nominated account to be credited

Please print details as they appear on your account statement.

Name of financial institution

Address of financial institution

State Postcode

Account name

BSB number

Account number

Section 3 - Direct credit request instructions

☐ I/We would like to establish a new or additional direct credit request (not to replace existing) **or** ☐ I/We would like to change my/our existing direct credit details

Please withdraw $. from my/our account in Section 1 and credit the account detailed in Section 2.

Payment frequency ☐ Once only ☐ Weekly ☐ Fortnightly ☐ Monthly

Start date D D M M Y Y until further notice **or** End date D D M M Y Y

Section 4 - Declaration

I/We acknowledge that this direct credit arrangement is governed by the terms of the Direct Credit Request Terms and Conditions on this form.

Print name

Signature

Date D D M M Y Y

Print name

Signature

Date D D M M Y Y

To make additional payments, change your regular payments, or cancel this Direct Credit Request, please call us on 1300 654 998.

Section 5 - Direct Credit Request Terms and Conditions

By completing and signing this Direct Credit Request form you agree and acknowledge that:

(a) if there are sufficient cleared funds in your ME Bank account we will withdraw the requested amount from that account and send payment to your nominated account on each day a withdrawal is to be made in accordance with your Direct Credit Request. We are not responsible for any delay in processing that payment by the financial institution at which your nominated account is held;

(b) it is your responsibility to:
- ensure that there are sufficient cleared funds in your ME Bank account on a day a withdrawal is to be made in accordance with your Direct Credit Request;
- check that the details you have provided us of your nominated account are correct by checking them against a recent account statement;
- advise us if your nominated account is transferred, closed or if any other account details change; and
- check your account statement to verify that the amounts withdrawn from your ME Bank account are correct;

(c) (if there are insufficient cleared funds in your ME Bank account on a day a withdrawal is to be made in accordance with your Direct Credit Request, we:
- are not required to make any payment to your nominated account;
- may make the payment to your nominated account when sufficient cleared funds are available (but we are not obliged to do this); and
- are not liable for any loss you may suffer as a result of any failure or delay in payment to your nominated account;

(d) if a day on which we are to make a payment to your nominated account in accordance with your Direct Credit Request is a public holiday, a Saturday or a Sunday, we may make the payment on the next business day; and

(e) we may stop acting in accordance with your Direct Credit Request at any time:
- without notice to you if the financial institution at which your nominated account is held refuses to accept our payments; or
- by sending you written notice.

INTERNAL USE ONLY Authority Number: