

BP Direct Debit Form



Please complete this form and **fax it to us on 1300 665 211** or **mail it to:**
Attention: BP Australia, GPO Box 5222, Melbourne VIC 3001.

Terms & Conditions are on our website bp.com.au Centrel Pty Ltd ABN 50 091 614 667

Customer to complete

BP Account Number: _____

Account Name: _____

Request For Debiting Amounts To Accounts By The Direct Debit System

Request for Direct Debiting Bank Accounts

Insert **name** and **address of Financial Institution** at which your account is held.

_____ Date _____ / _____ / _____

Insert your name in full

I/We _____
(Surname, Company name or Business name) (Given names, ABN number)

request you, until further notice in writing, to debit my/our account described in the schedule below, any amounts which BP ("the User") may debit or charge me/us through the Direct Debit System.

I/We understand and acknowledge that:

1. The Financial Institution may in its absolute discretion determine the order of priority of payment by it of any moneys pursuant to this Request or any authority or mandate.
2. The Financial Institution may in its absolute discretion at any time by notice in writing to me/us, terminate this request as to future debits.
3. The User may by prior arrangement and advice to me/us, vary the amount or frequency of future debits.
4. This Direct Debit arrangement is governed by the terms of the Customer Service Agreement (see over).

Customer Signature(s) _____
(If joint account all signatures may be required)

Insert name of account which is to be debited _____

BSB Number -

Account Number

Note: Direct Debiting is not available on the full range of accounts. If in doubt, please refer to your Financial Institution.

If you wish to update credit card details please contact 1800 225 527 press option 2.

OFFICE USE ONLY

Processed By:	Alpha Code:	IDASS:	Date:	Account No.:



Direct Debit Customer Service Agreement

Central Pty Ltd ABN 50 091 614 667 GPO Box 5222, Melbourne VIC 3001.

Tel: 1300 130 899 Fax: 1300 665 211

Our commitment to you. Drawing arrangements:

- 1) Direct Debiting is not available on the full range of bank accounts, if in doubt please refer to your Financial Institution.
- 2) We will advise you, in writing, the details of the BP Direct Debit drawing at least 5 (five) calendar days prior to the first drawing, by way of our monthly statement, or receipt of our priced delivery docket, except & unless both parties agree by phone, fax or email to initiate the agreed first payment upon receipt of the completed Direct Debit Request.
- 3) Thereafter, the debits will occur daily, weekly, monthly or as agreed. BP billing advice will be by way of monthly statement or priced delivery docket, & will vary according to the amount due. Where the date falls due on a nonbusiness day, we will draw the amount on the next business day, unless in the case where the due date & next business day fall in different months – in which case we will draw the amount on the business day immediately before the due date. We will not change the amount or frequency or drawing arrangements without our notification to you of no less than 14 days.
- 4) We reserve the right to cancel the BP Direct Debit 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:

- 1) You may terminate the BP Direct Debit drawing arrangements at any time by giving written notice to us. Such notice should be received by us at least 3 (three) business days prior to the due date. You may stop payment of a drawing under the BP Direct Debit by written notice to us. Such notice should be received by us at least 3 (three) business days prior to the due date. You may request changes to the drawing amount and/or frequency of the BP Direct Debit drawing by contacting us and advising your requirements no less than 3 (three) business days prior to the due date. Please ensure any similar requests made directly to your Financial Institution are able to be conveyed to BP no less than 3 (three) business days prior to the due date
- 2) Where you consider that a drawing has been initiated incorrectly (outside the BP Direct Debit Arrangements) you should take the matter up directly with us or your Financial Institution.

Your commitment to us. Your responsibilities:

- 1) It is your responsibility to ensure that sufficient clear funds are available in the nominated account to meet a drawing on its due date. It is your responsibility to ensure that the authorisation given to draw on the nominated account is identical to the 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 BP Direct Debit drawing is transferred or closed. It is your responsibility to arrange with us a suitable alternate payment method if the BP Direct Debit drawing arrangements are cancelled either by yourselves or the nominated Financial Institution.
- 2) If there are insufficient clear funds in your account to meet a direct debit payment or the direct debit request fails to meet the requirements of your financial institution:
 - a) you may be charged a fee and/or interest by your Financial Institution
 - b) you may also incur fees or charges imposed by BP
 - c) you must arrange for the Direct Debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that BP can process the direct debit payment
- 3) Your BP Direct Debit drawing arrangements are always subject to the Terms and Conditions of your Commercial Credit Application Agreement with BP. BP reserves the right to review credit facilities upon receipt of any requests for changes to, or termination of, direct debit arrangements.