



**Knightsbridge Baptist Church Inc**  
 455 Glynburn Road  
 LEABROOK SA 5068  
 Tel (08) 8431 4730 Fax (08) 8332 8941  
 E [kbc.omanager@internode.on.net](mailto:kbc.omanager@internode.on.net)

## DIRECT DEBIT REQUEST

REQUEST AND AUTHORITY TO DEBIT THE ACCOUNT OR CREDIT CARD NAMED BELOW TO PAY KNIGHTSBRIDGE BAPTIST CHURCH INC.

Please complete all sections marked with x

### REQUEST AND AUTHORITY TO DEBIT

x SURNAME: \_\_\_\_\_  
 x GIVEN NAMES: \_\_\_\_\_  
 x ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 x DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

### PAYMENT METHOD (please select one payment method only - either section A or B below)

#### (A) DIRECT DEBIT MY FINANCIAL INSTITUTION

By completing and submitting this form, I authorize Knightsbridge Baptist Church to make a withdrawal/withdrawals from my bank account as indicated below.

x AMOUNT TO BE DEBITED MONTHLY: \$ \_\_\_\_\_ . \_\_\_\_\_  
 x FINANCIAL INSTITUTION NAME: \_\_\_\_\_  
 x ADDRESS OF FINANCIAL INSTITUTION: \_\_\_\_\_  
 x NAME/S ON ACCOUNT: \_\_\_\_\_  
 x BSB NUMBER (Must be 6 digits): \_\_\_\_\_ - \_\_\_\_\_  
 x ACCOUNT NUMBER (Maximum 9 digits): \_\_\_\_\_

1. The first debit will be made on the 10th day of every month and at monthly intervals after that until such time as I/we advise otherwise.
  2. If the 10th falls on a Saturday, Sunday or public holiday, your account will be debited on the next business day.
  3. You must provide written notice to the KBC Treasurer should you wish to defer, cancel or alter the direct debit arrangements.
- Post letter/form marked 'Confidential' to: Treasurer, Knightsbridge Baptist Church, 455 Glynburn Road, Leabrook SA 5068.
4. It is your responsibility to have sufficient clear funds available in your account by the due date to permit payment of the Direct Debit.
  5. If the Direct Debit is returned unpaid by the Financial Institution, KBC will contact you to seek further instructions.

x SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

OR

#### (B) DIRECT DEBIT MY CREDIT CARD

x PLEASE DEBIT MY: \_\_\_\_ VISA \_\_\_\_ MASTERCARD x AMOUNT TO BE DEBITED MONTHLY: \$ \_\_\_\_\_ . \_\_\_\_\_  
 x CARDHOLDER'S NAME: \_\_\_\_\_  
 x CREDIT CARD NO: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 x EXPIRY DATE: \_\_\_\_ / \_\_\_\_

1. The first debit will be made on the 10th day of every month and at monthly intervals after that until such time as I/we advise otherwise.
  2. If the 10th falls on a Saturday, Sunday or public holiday, your account will be debited on the next business day.
  3. If KBC is unable to collect payment on the due date, KBC will make subsequent attempts to collect payment during the month. It is my responsibility to monitor my account to ensure the correct payments are being deducted.
  4. You must provide written notice to the KBC Treasurer should you wish to defer, cancel or alter the credit card debit arrangements.
- Post letter/form marked 'Confidential' to: Treasurer, Knightsbridge Baptist Church, 455 Glynburn Road, Leabrook SA 5068.

x CARDHOLDER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PLEASE NOTE: This form must be completed and posted and marked 'Confidential' to: Treasurer, Knightsbridge Baptist Church, 455 Glynburn Road, Leabrook SA 5068 as the banks require original signatures.**