

SUMMIT

Ad hoc direct debit request



INSTRUCTIONS/CHECKLIST

This form enables a one-off debit from your nominated bank account and credit to your Summit/Generations plan. Please complete all sections of this form in block letters and tick where appropriate.

Step 1. Client details

Complete the full name in which your account is held, including your client reference number.

Done

Step 2. Bank account details

Please complete the details of the account to be debited. This section must also be signed and dated by the account signatory/signatories.

Done

Step 3. Direct debit contribution

Indicate the amount and type of contributions that you wish to make.

Done

Step 4. Direct debit service agreement

You should read this section carefully.

Done

Step 5. Declaration and signature

You must sign and date the form.

Done

Once completed, please send this form to:

Summit Service
GPO Box 2754
MELBOURNE VIC 3001

Or fax to Summit on 1800 780 081.

Step 6. To avoid duplicate transactions, please indicate whether this form has already been faxed to us.

Done

Has not been faxed Has been faxed Date faxed

Please complete all relevant sections of this form before submitting. Incomplete requests will require follow up and are likely to result in processing delays.

SUMMIT

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1. CLIENT DETAILS

Client name

 - -

Client reference number (eg 0012345-D2-01)

2. ACCOUNT DETAILS

Payee account name

Name of bank/financial institution

Bank/Institution branch name

 -

Branch number

Account number

Signature of account to be debited

Name of signatory

 / /

Date

Signature of account to be debited

Name of signatory

 / /

Date

3. DIRECT DEBIT CONTRIBUTION

Summit/Generations Super

	Total	
Personal contribution (Non-concessional)	\$	<input type="text"/>

Employer contribution	\$	=	\$	\$	\$
			Superannuation Guarantee contribution	Salary Sacrifice	Employer

Spouse contribution	\$	<input type="text"/>
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Total superannuation contribution	\$	<input type="text"/>
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Money Master/Generations Investment

Investment amount	\$	<input type="text"/>
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4. DIRECT DEBIT SERVICE AGREEMENT

This agreement outlines our responsibilities as operator and your responsibilities with regard to direct debit requests.

Our responsibilities

- We will only deduct investments from your chosen account. We will confirm in writing the investment amount.
- We assure you that we will not disclose your bank details to anyone else, unless you have agreed in writing that we can, or unless the law requires or allows us to do this.
- If the payment date is a weekend or public holiday, we will debit your account on the next business day.
- We will give you at least 14 days notice when changes to the terms of this arrangement are made.

Your responsibilities

- Before sending us your account details, please check with your bank or financial institution that direct debit deductions are allowed on the account you have chosen.

- Please make sure that you have enough money in your account to cover payment. Your bank or financial institution may charge a fee if the payment cannot be met.
- The financial institution may charge you a small fee for the direct debit arrangement. This will be reflected in your financial institution account statement.

Can we help?

- If you have any queries about your direct debit agreement please contact your financial adviser or call us on 1800 622 772.
- We undertake to respond to queries concerning disputed transactions within five working days of receipt of notification.

5. DECLARATION AND SIGNATURE

I acknowledge that I have been provided with the direct debit service agreement which I have read and understood and agree to be bound by the above conditions under which Summit will use the direct debit facility to draw on my account as authorised on the attached direct debit request.

I am eligible to make this contribution to Summit/Generations Super (if applicable).

Client signature

Client name

 / /

Date