

**Ministers Monthly Remuneration - Information Sheet**

**NB All amounts are monthly**

1	Congregation / Parish	
1.1	ABN	
2	Minister's Name	
3	Starting payment date	

4	<b>Grants and Sustentation</b>	
4.1	Ministry Development Grant	.....
4.2	Sustentation Grant	.....
4.3	Church Planting Grant	.....
4.4	Metro Grant	_____
	Total Grants	=====

5	<b>Payment Amounts</b>	
5.1	Stipend (Gross)	.....
5.2	Non-Cash Benefit	.....
5.3	Excess travel (paid with NCB)	.....
5.4	Manse Allowance	.....
5.5	Superannuation	_____
5.6	Total Payments	.....
5.7	Less: Total Grants and Sustentation	_____
5.8	Net Payments	=====

6	<b>Account Details - Stipend</b>	
6.1	Name of Account	
6.2	Bank	
6.3	BSB	
6.4	Account Number	

7	<b>Account Details - NCB (inc Manse Allowance)</b>	
7.1	Name of Account	
7.2	Bank	
7.3	BSB	
7.4	Account Number	

8.1	Treasurer's Name and Contact Number	
8.2	<b>ACNC - Proof of current registration with ACNC must be attached</b> (Go to <a href="http://www.acnc.gov.au">www.acnc.gov.au</a> "Find a charity")	
8.3	The Board agrees to be abide by the policy and procedures v5 relating to this service dated May 2018.	
	Treasurer's signature	Date

Personal and sensitive information provided by you and collected by the Presbyterian Church of Victoria will be used in conformity with our Privacy Policy (which can be found at [www.pcv.org.au](http://www.pcv.org.au) and [www.safechurchpcv.org.au](http://www.safechurchpcv.org.au) or mailed to you on request). This information is collected for the primary purposes of the Presbyterian Church of Victoria and may be used for any activities conducted or promoted by the PCV

# PRESBYTERIAN CHURCH OF VICTORIA

CLERK OF ASSEMBLY  
REV JOHN P WILSON  
TELEPHONE: (03) 9650 9311  
FACSIMILE: (03) 96545018  
E-MAIL: pcvoffice@pcvic.org.au

OFFICE OF THE GENERAL ASSEMBLY  
156 COLLINS STREET  
MELBOURNE VIC 3000  
ABN 89 276 382 053



## Authorisation for Monthly Deductions from Payroll

<b>Minister's Name</b>	
<b>Motor Vehicle Loan</b>	
Monthly Payment	
to be deducted from Stipend	
<b>Other Deductions from Stipend</b>	
Monthly Payment	
to be deducted from Stipend	
<b>Other Deductions from NCB</b>	
Monthly Payment	
to be deducted from NCB	
<b>Voluntary Superannuation Contribution</b>	
Salary Sacrifice (before tax)	
Personal contribution (after tax)	
to be deducted from stipend	
I hereby authorise the Presbyterian Church of Victoria Trusts Corporation to make the above payments from my monthly stipend / non-cash benefit account on my behalf.	
Minister's Signature	Date

THE PRESBYTERIAN CHURCH OF  
VICTORIA TRUSTS CORPORATION

ABN: 89 276 382 053

## Direct Debit Request

**Request and Authority to debit the account named below to pay  
The Presbyterian Church of Victoria Trusts Corporation**

**Request and Authority  
to debit**

**Church name** \_\_\_\_\_

**ACN/ABN** \_\_\_\_\_ (“you”)

request and authorise The Presbyterian Church of Victoria Trusts Corporation [Debit User Identification Number 270205] to arrange, through its own financial institution, for any amount The Presbyterian Church of Victoria Trusts Corporation may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to the Debit User, subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].

**Insert the name and  
address of financial  
institution at which  
account is held**

**Financial institution name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Insert details of  
account to be debited**

**Name of account** \_\_\_\_\_

**BSB number** |\_|\_|\_|\_| - |\_|\_|\_|\_|

**Account number** |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

**Acknowledgment**

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and The Presbyterian Church of Victoria Trusts Corporation as set out in this Request and in your Direct Debit Request Service Agreement.

**Optional Section:**

**[Payment Details]**

[The maximum amount to be debited at any one time is:  
\$ |\_|\_|\_|\_|\_|\_| - |\_|\_|\_|\_|

\_\_\_\_\_ (amount in words)

The first debit may be made on \_\_\_ / \_\_\_ / \_\_\_ and at monthly intervals after that

**Insert your signature  
and address**

**Treasurer’s Signature:** \_\_\_\_\_

**Name and Address:** \_\_\_\_\_

**Second Authorised Signature:** \_\_\_\_\_

**Name and Address:** \_\_\_\_\_

**Date** \_\_\_ / \_\_\_ / \_\_\_

# Direct Debit Request Service Agreement

## Definitions

*account* means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

*agreement* means this Direct Debit Request Service Agreement between *you* and *us*.

*banking day* means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

*debit day* means the day that payment by *you* to *us* is due.

*debit payment* means a particular transaction where a debit is made.

*direct debit request* means the Direct Debit Request between *us* and *you* (and includes any form PD\_C approved for use in the *transitional period*)

*Transitional Period* means the period commencing on the industry implementation date for Direct Debit Requests ( 31 March 2000) and concluding calendar months from that date.

*us* or *we* means The Presbyterian Church of Victoria, (the Debit User) *you* have authorised by signing a *direct debit request*.

*you* means the customer who signed the *direct debit request*.

*your financial institution* is the financial institution where *you* hold the *account* that *you* have authorised *us* to arrange to debit.

## 1. Debiting your account

1.1 By signing a *direct debit request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *direct debit request* and this *agreement* for the terms of the arrangement between *us* and *you*.

1.2 We will only arrange for funds to be debited from *your account* as authorised in the *direct debit request*.

### Or

We will only arrange for funds to be debited from *your account* if we have sent to the address nominated by *you* in the *direct debit request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.

1.3 If the *debit day* falls on a day that is not a *banking day*, we may direct *your financial institution* to debit *your account* on the following *banking day*.

If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

## 2. Changes by us

2.1 We may vary any details of this *agreement* or a *direct debit request* at any time by giving *you* at least fourteen (14) days' written notice.

- 3. Changes by you**
- 3.1 Subject to 3.2 and 3.3, *you* may change the arrangements under a *direct debit request* by contacting *us* at 156 Collins Street Melbourne Victoria.
- 3.2 If *you* wish to stop or defer a *debit payment* *you* must notify *us* in writing at least fourteen (14 ) days before the next *debit day*. This notice should be given to *us* in the first instance.
- 3.3 *You* may also cancel *your* authority for *us* to debit *your* account at any time by giving *us* fourteen days (14) days notice in writing before the next *debit day*. This notice should be given to *us* in the first instance.
- 4. Your obligations**
- 4.1 It is *your* responsibility to ensure that there are sufficient clear funds available in *your* account to allow a *debit payment* to be made in accordance with the *direct debit request*.
- 4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*:
- (a) *you* may be charged a fee and/or interest by *your financial institution*;
- (b) *you* may also incur fees or charges imposed or incurred by *us*; and
- (c) *you* must arrange for the *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 *we* can process the *debit payment*.
- 4.3 *You* should check *your account* statement to verify that the amounts debited from *your account* are correct
- 4.4 If The Presbyterian Church of Victoria Trusts Corporation is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay The Presbyterian Church of Victoria Trusts Corporation on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.
- 5 Dispute**
- 5.1 If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on (03) 9650 9311 and confirm that notice in writing with *us* as soon as possible so that *we* can resolve *your* query more quickly.
- 5.2 If *we* conclude as a result of our investigations that *your* account has been incorrectly debited *we* will respond to *your* query by arranging for *your financial institution* to adjust *your* account (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which *your account* has been adjusted.
- 5.3 If *we* conclude as a result of our investigations that *your account* has not been incorrectly debited *we* will respond to *your* query by providing *you* with reasons and any evidence for this finding.
- 5.4 Any queries *you* may have about an error made in debiting *your account* should be directed to *us* in the first instance so that *we* can attempt to resolve the matter between *us* and *you*. If *we* cannot resolve the matter *you* can still refer it to *your financial institution* which will obtain details from *you* of the disputed transaction and may lodge a claim on *your* behalf.

<b>6. Accounts</b>	<i>You should check:</i>
	<ul style="list-style-type: none"> <li>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</li> <li>(b) <i>your account details</i> which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</li> <li>(c) with <i>your financial institution</i> before completing the <i>direct debit request</i> if <i>you</i> have any queries about how to complete the <i>direct debit request</i>.</li> </ul>
<b>7. Confidentiality</b>	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your direct debit request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <ul style="list-style-type: none"> <li>(a) to the extent specifically required by law; or</li> <li>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</li> </ul>
<b>8. Notice</b>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to The Office Manager, The Presbyterian Church of Victoria Trusts Corporation, 156 Collins Street, Melbourne 3000.</p> <p>8.2 <i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>direct debit request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking</i> day after posting.</p>