



Anglican  
Development Fund

# Parish Giving via **ADF**

*Giving to your church  
has never been easier!*

# The Anglican Development Fund (ADF) is pleased to offer Melbourne Anglicans a way of giving that combines electronic banking with the great tradition of weekly offering.

## A convenient, committed and caring way to give

**Parish Giving via ADF** allows you to electronically transfer funds from either your financial institution account, ADF account or your credit card account to your church – you decide how much and how often. There's no need to go to the bank or write a cheque; **Parish Giving via ADF** not only makes giving more convenient, but enables you to make contributions to the ministry and mission of your church a budget priority. Your parish will benefit too as it plans with confidence for the future, knowing it can rely on your regular support.

## How Parish Giving via ADF works for you and your church

To start supporting your church through **Parish Giving via ADF**, simply fill in the form attached, sign and return to ADF. Contributions can be made weekly, fortnightly or monthly – whatever suits you – and ADF will not charge you or your parish for this service. If your circumstances change at any time, simply contact us by telephone on (03) 9653 4220 or by email on [adf@adfmelbourne.org.au](mailto:adf@adfmelbourne.org.au) to adjust your payment.

Naturally, your contribution is totally confidential, although you may inform your parish to help them with their budgeting. If you have any questions, please email or phone the ADF using the contact details above and we'll be happy to assist.

## Giving Certificates

You will receive a book of 50 certificates when you use **Parish Giving via ADF**. Each Sunday you will be able to place one of these certificates in the offering, as an expression of commitment to your church community.

## Contact Details

For more information about the ADF and the fee-free savings options available please email [adf@adfmelbourne.org.au](mailto:adf@adfmelbourne.org.au) or phone (03) 9653 4220.

## Direct Debit Request Service Agreement

### Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request arrangements made between Melbourne Anglican Trust Corporation as trustee for the Anglican Development Fund ABN 82 862 724 352 (User ID 187736) and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

### Initial terms of the arrangements

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to debit your nominated account with the agreed amount.

### Drawing arrangements

The first drawing under the Direct Debit arrangement will occur on the nominated date.

If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date. If you are unsure, you should contact your financial institution.

We will give you at least 14 days notice in writing when changes to the terms of the Direct Debit Request Service Agreement are made.

If you wish to discuss any changes to these terms, please contact us by telephone on 03 9653 4220 during business hours or by email to [adf@adfmelbourne.org.au](mailto:adf@adfmelbourne.org.au)

### Your rights

#### Changes to the arrangement

If you make changes to the drawing arrangements, please contact us by telephone on (03) 9653 4220 during business hours or by email to [adf@adfmelbourne.org.au](mailto:adf@adfmelbourne.org.au)

These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the Direct Debit Request; or
- cancelling the Direct Debit Request completely

You may also contact your financial institution.

#### Enquiries

Direct enquiries to us, rather than to your financial institution, and these should be made at least 10 working days prior to the next scheduled drawing date.

#### Disputes

If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting us by telephone on (03) 9653 4220 during business hours. You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing. You may also contact your financial institution.

#### Confidentiality

We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification,

reproduction or disclosure of that information.

We will only disclose information we have about you:

- to the extent specifically required by law; or
- for the purposes of this Agreement (including disclosing information in connection with a query or claim).

We may provide a copy of the Direct Debit Request to another financial institution in the event any payment that is made in accordance with the Direct Debit Request is disputed.

### Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept electronic transfers. Direct debiting through the Bulk Electronic Clearing System may not be available on all accounts (your financial institution can confirm this); and
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed

If your drawing is returned or dishonored by your financial institution, we will contact you and depending upon your response, may need to cancel this arrangement. Appropriate action will be taken to recover any transaction fees payable by us in respect of the foregoing.

You are advised to check your account details against a recent statement from your financial institution. If unsure, check with your financial institution before completing the Direct Debit Request.

## Parish Giving via ADF – Request Form and Direct Debit Request

Please complete:

New Request     Amend Existing Request

### Contact Details

Title  Surname

Given Name/s

Street

Suburb  Postcode

Phone (day)

Email

Please transfer from the financial institution account / ADF Account / Credit Card Account below, the sum of \$  to my Parish.

once     weekly     fortnightly     monthly     quarterly     half yearly     yearly

Commencing on  /  /  and ending on  /  /

*(If no end date is provided, the transfer will continue until further notice in writing is received from you)*

**Transfer from my / our financial institution account by direct debit:**  
 Account Name   
 Bank Name   
 Branch   
 BSB    Acct No

**OR**

**Transfer from my / our ADF account:**  
 ADF Account Name   
 ADF Account No

**OR**

**Transfer from my / our Credit Card Account:**  
 Cardholder's Name   
 Credit Card Number   
 MasterCard     Visa Card  
 Card Expiry Date  /



**Name of Parish to receive my / our giving:**

FOR  General Parish Purposes  
 OR  Building Fund  
 OR  Other (if applicable)

**Office Use Only:**  
 ADF Account Name   
 ADF Account No

I / We authorise Melbourne Anglican Trust Corporation as trustee for the Anglican Development Fund (User ID 187736) to arrange for funds to be debited from my/our nominated account via the Bulk Electronic Clearing System at the financial institution shown above according to the schedule specified above.

Name of Signatory 1

Signature 1 / Cardholder's Signature

Name of Signatory 2

*(if required)*

Signature 2 *(if required)*

Date  /  /

*For assistance completing this form, please email [adf@adfmelbourne.org.au](mailto:adf@adfmelbourne.org.au) or phone (03) 9653 4220.*

### Disclosure of Personal Details

For record keeping purposes, many parishes prefer to have access to the names of parishioners giving via the ADF. Please be assured that you are not required to disclose this information. If you wish your giving to remain anonymous you may do so. Please indicate your choice below and forward your response to the ADF with your parish giving instruction.

Yes, I authorise the Anglican Development Fund to disclose my / our name/s to the parish nominated above. I understand that details of my giving, including my name and the amount of my giving will appear on statements sent to the parish.

No, I do not wish for my / our details to be disclosed to the parish nominated above.

Name of Signatory 1

Signature

Name of Signatory 2

Signature

Please forward your completed form to  
 Anglican Development Fund  
 Reply Paid 70597  
 Melbourne Vic 3000





**Anglican  
Development Fund**

The Anglican Centre  
209 Flinders Lane  
Melbourne Vic 3000

Anglican Development Fund  
Reply Paid 70597  
Melbourne Vic 3000  
*(No stamp required)*

Phone (03) 9653 4220  
Fax (03) 9653 4239  
Email [adf@adfmelbourne.org.au](mailto:adf@adfmelbourne.org.au)

**[www.adfmelbourne.org.au](http://www.adfmelbourne.org.au)**



ANGLICAN DIOCESE OF MELBOURNE