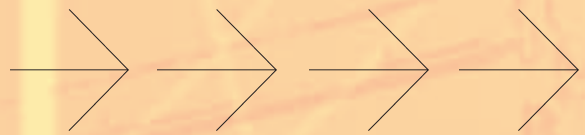




Parish Giving via **ADF**



*Giving to your church
has never been easier!*

The Anglican Development Fund (ADF) is excited to offer Melbourne Anglicans a way of giving that combines today's banking methods 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 your income – and ADF will not charge you or your parish for this service. If your circumstances change at any time, simply advise us in writing and we can adjust your payments.

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 below 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@anglicanfunds.com.au or phone (03) 9653 4220.

Electronic Transfer Request Service Agreement

Our commitment to you

This document outlines our service commitment to you, in respect of the Electronic Transfer Request arrangements made between Anglican Development Fund (Diocese of Melbourne) ABN 79 866 748 591 (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 Electronic Transfer Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account with the agreed amount.

Drawing arrangements

The first drawing under the Electronic Transfer 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.

We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice may include the new amount, frequency, next drawing date and/or any other changes to the initial terms.

If you wish to discuss any changes to the initial terms, please contact us by telephone on (03) 9653 4220 during business hours or by email to adf@anglicanfunds.com.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@anglicanfunds.com.au

These changes may include:

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

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. All communication addressed to us should include your account number.

All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing from your

nominated account. Where an investor has authorised the disclosure of personal details and has signed the Disclosure of Personal Details, information will be supplied to the parish upon request.

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.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept electronic transfers (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.

Parish Giving via ADF – Request Form

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:
 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:

General Fund
 Building Fund
 Other (if applicable)

Office Use Only:
 ADF Account Name
 ADF Account No

I / We confirm that the terms and conditions applying to this Electronic Transfer Request (as set out in this document) have been read and understood, and I / we authorise the ADF to debit my / our account nominated 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@anglicanfunds.com.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@anglicanfunds.com.au

www.anglicanfunds.com.au



ANGLICAN DIOCESE OF MELBOURNE

