

Direct Debit/Credit Card Authorization Form

Authorization Agreement:			
<p>Please read the conditions and complete this form in black/blue pen and print in BLOCK LETTERS. Please return the completed form to account@bfnet.au with a copy of the signed form.</p> <p>Once we have received and processed your form and as long as it has been completed correctly, the first direct debit will apply to your bill for the account and card nominated below.</p>			
Business Details:			
Company Name:			
Contact Name:			
Billing Address:			
Contact Number:			
Contact Email:			
Bank Details to be Debited:			
Name of accountholder(s):			
Bank Name:			
BSB:		Account:	
Credit Card:			
Card Number			
Card holder Name:		Expired Date: /	CVC:
<p>I/We authorize Base Figure Network (ABN 38 662 733 048) to arrange for any amounts which become payable in relation to the bill issued by Base Figure Network for data and voice services, to be debited/charged through the bank account/credit card listed above. This authority will stand in respect of the specified bank account and in respect of any card issued to me in renewal or replacement, until I notify Base Figure Network of its cancellation. I/We agree to the terms of the Direct Debit/CC charge conditions.</p> <p>I/We agree to the terms of the Direct Debit Conditions and Credit Card Charge condition outlined above.</p>			
Name:			
Signature:		Date:	

Terms and Conditions

1. This Direct Debit Request Service Agreement sets out the terms on which you have authorized us, Base Figure Network Pty Ltd, to arrange for payment of amounts that become payable on your data and voice account to be made by deductions from your bank account at, or by charging your credit card with, your financial institution. Direct debiting through the Bulk Electronic Clearing System (BECS) may not be available on all bank accounts. Before you complete the Direct Debit/Credit Card Request, ensure your bank account details and card number are correct.
2. Your Direct Debit/Credit Card Charge Request authorizes us to arrange for payment of the amounts due to Base Figure Network Pty Ltd for the services we provide to you, at the due date of your bill(s) or another date as agreed between us. This authorization also enables any changes in those amounts and payment times, to occur automatically – you will not need to complete a new form. Any new contracted services added to voice & data account will be subject to the existing Direct Debit/Credit Card Request arrangements.
3. Invoicing of your voice & data services is done monthly on the 1st of each month. Recurring Services are charged one month in advance and usage services are charged in arrears. Any new contracted services (that were provisioned during the previous period) will be charged from the activation date of the service (unless otherwise arranged), and fees may include a setup fee, a pro-rated recurring fee for the previous billing period as well as the recurring fee for the current billing period. All fees are outlined in your contract. You will receive your bill via email on the date of issue of the bill. The total due value on the invoice will be the amount processed in the Direct Debit/Credit Card transaction.
4. We can vary this agreement at any time after giving you 14 days' notice of the changes.
5. You can cancel, vary, defer, or suspend the Direct Debit Request, or stop or suspend an individual debit from taking place under it, by calling our accounts department, but this must be arranged within 7 days of the due date of the invoice. If you do not provide us with this notice, we cannot guarantee the direct debit process can be stopped.
6. If you cancel, vary, defer, or suspend your direct debit arrangements, or stop or suspend an individual debit from taking place under it, you must arrange with voice & data a suitable alternative payment method for all outstanding fees due, and ongoing contractual obligations.
7. If a due date for a debit falls on a weekend or public holiday the debit will be processed on the next business day.
8. You must ensure you have sufficient clear funds available in the nominated bank account (if you are paying by direct debit from your bank account) or that you have sufficient credit available on your nominated credit card (if you are paying by credit card) on the due date to permit the payments under the Direct Debit Request.
9. If a debit from your nominated bank account or a charge to your nominated credit card is unsuccessful, we will attempt to debit again, if still unsuccessful, we will contact you to arrange alternative payment or further deferral.
10. You must notify Base Figure Network if the nominated account/card is transferred or closed.
11. If you are paying by direct debit from a bank account, please ensure that your financial institution allows direct debits on your nominated account. Your bank account will be debited through BECS.
12. If any bank fees are incurred by voice & data from a dishonoured direct debit, these fees may be passed on to you.
13. Upon cancellation of your contract with Base Figure Network, all direct debit/credit card requests will also be deemed cancelled.
14. Where you consider that a debit has been initiated incorrectly, you can send an email with details of your dispute to account@bfnet.au.
15. BFN voice & data follows the policy of treating all records and account details relating to this request form as private. We always keep information about your bank account confidential, except to the extent necessary to administer your direct debit arrangements. If a claim is made on our financial institution in relation to an alleged incorrect or wrongful debit, we may be required to disclose this information to our financial institution.