

NEW SOUTH WALES TEACHERS FEDERATION

# MAKE THE SWITCH TO DIRECT PAYMENTS



Federation is asking members to change the way they pay their union subscriptions. We are asking members to make the switch to direct debit or direct credit card payments, from traditional payroll deductions or cash payments.

There have been occasions in the past when various governments have either threatened or actually taken away payroll deductions of union fees in an attempt to attack Federation and its members during industrial campaigns.

Federation knows from teacher unions in other states that conservative governments have abolished payroll deductions by

employing authorities in their industrial relations legislation — this has left teacher unions weakened and their members vulnerable.

It is essential that Federation continues to have the capacity to advocate on behalf of teachers, students and public education. We need to remain vigilant to ensure that it is not possible for future state and federal governments to jeopardise the ability of members to pay their union fees.

Federation believes that switching to direct payments is the best way to keep the union strong and therefore provide the best protection to teachers.

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

This is your Direct Debit Service Agreement with Australian Education Union New South Wales Teachers Federation Branch, ABN: 86 600 150 697. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<b>Definitions</b>	<b>account</b> means the account held at your financial institution from which we are authorised to arrange for funds to be debited
	<b>agreement</b> means this Direct Debit Request Service Agreement between us and you
	<b>banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia
	<b>debit day</b> means the day that payment by you to us is due
	<b>debit payment</b> means a particular transaction where a debit is made
	<b>direct debit request</b> means the Direct Debit Request between us and you
	<b>us</b> or <b>we</b> means Australian Education Union New South Wales Teachers Federation Branch, the Debit User you have authorised by requesting a Direct Debit Request
	<b>you</b> means the customer who has signed or authorised by other means the Direct Debit Request
	<b>your financial institution</b> means the financial institution nominated by you on the DDR at which the account is maintained

<b>1. Debiting your account</b>	<p><b>1.1</b> By signing a Direct Debit Request or by providing us with a valid instruction, 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.</p> <p><b>1.2</b> We will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i> or we will only arrange for funds to be debited from <i>your account</i> if we have sent to the address nominated by you in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by you to us and when it is due.</p> <p><b>1.3</b> If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, we may direct your financial institution to debit <i>your account</i> on the following banking day. If you are unsure about which day your account has or will be debited you should ask <i>your financial institution</i>.</p>	<b>5. Dispute</b>	<p><b>5.1</b> If you believe that there has been an error in debiting <i>your account</i>, you should notify us directly on 1300 654 369 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.</p> <p><b>5.2</b> If we conclude as a result of our investigations that <i>your account</i> has been incorrectly debited we will respond to <i>your query</i> by arranging for <i>your financial institution</i> to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p><b>5.3</b> If we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your query</i> by providing you with reasons and any evidence for this finding in writing.</p>
<b>2. Amendments by us</b>	We may vary any details of this agreement or a <i>Direct Debit Request</i> at any time by giving you at least fourteen (14) days' written notice.	<b>6. Accounts</b>	<p>You should check:</p> <p>(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;</p> <p>(b) <i>your account details</i>, which you have provided to us, are correct by checking them against a recent <i>account statement</i>; and</p> <p>(c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if you have any queries about how to complete the <i>Direct Debit Request</i>.</p>
<b>3. Amendments by you</b>	<p>You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least 14 days' notification by writing to: <a href="mailto:membership@nswtf.org.au">membership@nswtf.org.au</a> or by telephoning us on 1300 654 369 during business hours; or arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising us, the Australian Education Union New South Wales Teachers Federation Branch, of your new account details.</p>	<b>7. Confidentiality</b>	<p><b>7.1</b> We will keep any information (including your account details) in your <i>Direct Debit Request</i> 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.</p> <p><b>7.2</b> We will only disclose information that we have about you:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this agreement (including disclosing information in connection with any query or claim).</p>
<b>4. Your obligations</b>	<p><b>4.1</b> It is <i>your responsibility</i> to ensure that there are sufficient cleared funds available in <i>your account</i> to allow a debit payment to be made in accordance with the <i>Direct Debit Request</i>.</p> <p><b>4.2</b> If there are insufficient clear funds in <i>your account</i> to meet a debit payment:</p> <p>(a) you may be charged a fee and/or interest by <i>your financial institution</i>;</p> <p>(b) you may also incur fees or charges imposed or incurred by us; and</p> <p>(c) you must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient cleared funds to be in <i>your account</i> by an agreed time so that we can process the <i>debit payment</i>.</p> <p><b>4.3</b> You should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct.</p>	<b>8. Notice</b>	<p><b>8.1</b> If you wish to notify us in writing about anything relating to this agreement, you should write to the AEU NSWTF Branch at <a href="mailto:membership@nswtf.org.au">membership@nswtf.org.au</a>.</p> <p><b>8.2</b> We will notify you by sending a notice in the ordinary post to the address you have given us in the <i>Direct Debit Request</i>.</p> <p><b>8.3</b> Any notice will be deemed to have been received on the third <i>banking day</i> after posting.</p>

# AEU NSW TEACHERS FEDERATION BRANCH MEMBERSHIP APPLICATION

## PERSONAL DETAILS

Mr  Mrs  Miss  Ms  Mx  Dr

Surname

Given names

Male  Female  Indeterminate/Unspecified/Intersex

Date of birth / /

Home address

Postcode

Home phone

Mobile phone

Work email

Please tick preferred

Home email

## EMPLOYMENT DETAILS

Member number

Workplace name

## EMPLOYMENT / MEMBERSHIP TYPE

Permanent full-time

Temporary full-time

Permanent part-time

\_\_\_\_\_ days/hours worked per week

Part-time LWOP/maternity leave

\_\_\_\_\_ days/hours worked per week

Temporary part-time

\_\_\_\_\_ days/hours worked per week

(This fee automatically covers for casual employment for period paid)

Casual

Part-time casual (*TAFE only*)

## INSTRUCTIONS TO EMPLOYER CEASING SUBSCRIPTION FROM PAYROLL

Instruction to Manager/Director Salaries,

School  TAFE  Corrective Services  Other (please specify)

Signature

Date of birth / /

Serial/Payroll number





# AEU NSW TEACHERS FEDERATION BRANCH MEMBERSHIP APPLICATION

## PAYMENT OPTIONS (please select an option)

### OPTION 1 – DIRECT DEBIT

Request and Authority to debit the account named below to pay AEU NSW Teachers Federation Branch.

Name

requests and authorises AEU NSW Teachers Federation Branch (491051) to arrange, through its own financial institution, a debit to your nominated account any amount AEU NSW Teachers Federation Branch deems payable by you.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Financial institution

Branch

BSB

Account name

Account number

*By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and AEU NSW Teachers Federation Branch as set out in this Request and in your Direct Debit Request Service Agreement.*

Signature

Date

### OPTION 2 – AUTO CREDIT CARD PAYMENTS

Fortnightly  Monthly

I authorise AEU NSW Teachers Federation Branch to make automatic deductions of my relevant subscriptions from my credit card as listed below until further notice in writing.

Please debit my

Visa  Mastercard

Cardholder's name

Card no

Expiry date

Cardholder's signature



## NSW TEACHERS FEDERATION

A BRANCH OF THE AUSTRALIAN EDUCATION UNION

### PRIVACY STATEMENT

Federation is committed to protecting your privacy and providing you with information and services relevant to you. The union complies with the Privacy Act 1988 (Cth) (Privacy Act) and the Australian Privacy Principles (APPs). This Privacy Policy (Policy) should be read in conjunction with the Privacy Act and the APPs. Our full privacy policy can be viewed at [nswtf.org.au/privacy](http://nswtf.org.au/privacy).

### NOTIFICATION OF CHANGES TO MEMBERSHIP

Members have an explicit responsibility to advise Federation of changes to circumstances that result in a change to the fees payable. The Department of Education, TAFE Commission or any other employer does not advise Federation of adjustments to employment — it is each member's responsibility to advise Federation of any changes to membership details. Refunds of overpaid fees will be paid in accordance with the Refund of Membership Fees Policy. For more information go to [nswtf.org.au/refund](http://nswtf.org.au/refund).

### STEWART HOUSE

Stewart House is Federation's official charity. Federation encourages members to join the salary contribution scheme for Stewart House. For more information go to [stewarthouse.org.au](http://stewarthouse.org.au).

Simply complete and return this form via:

email [membership@nswtf.org.au](mailto:membership@nswtf.org.au)

post Locked Bag 3010 Darlinghurst 1300

call 1300 654 369



NSWTeachersFederation



[mail@nswtf.org.au](mailto:mail@nswtf.org.au)



@TeachersFed



[nswtf.org.au](http://nswtf.org.au)



[linkedin.com/company/nswtf](https://www.linkedin.com/company/nswtf)