

The American Express®  
 Corporate Card Cardmember  
 Direct Debit Request  
 Australia

All fields are MANDATORY and must be completed  
 in black pen and block letters. Please allow up to  
 10 business days for processing.



Please forward completed form to:

American Express  
 GPO Box 5087  
 Sydney NSW 2001 Australia  
 or fax to +61 2 9263 6025

Cardmember Details

This is your authorisation to American Express to debit your nominated account by the Direct Debit System.

American Express Corporate Card Number:

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Cardmember Name:

Company Name:

Corporate ID: 

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This number is located on the top left hand corner of your statement or within your Company welcome letter.

Cardmember Address:

State: Postcode:

Telephone: ( )

Request and authorise American Express (User ID No. 517), subject to the Direct Debit Request Service Agreement, to debit any amount from my account described in the schedule on this form.

Direct Debit Options

Select one of the options listed below:

**Standard Direct Debit; or**  
 (14 days after statement cycle cut)

**Variable Direct Debit**  
 (Only choose this option if your company has instructed you to do so. If you are unsure, please contact your company's Program Administrator or American Express).

**Please note:** The Variable Direct Debit option, if selected, is subject to American Express approval.

Financial Institution Account

The Schedule – details of the Financial Institution account to be debited.

Bank or Credit Union Name:

Branch:

Address:

State: Postcode:

Account Name:

BSB Number: (Bank/State/Branch) 

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Account Number:

**Please Note:** To ensure your account details are correct, please attach a deposit slip or voided cheque. The Direct Debit System cannot be used with passbook savings account or accounts outside Australia. Please confirm with your financial institution that your nominated account can accept direct debits.

Cardmember Acknowledgement

By signing this Direct Debit Request I acknowledge:

- Having read and understood the Direct Debit Request Service Agreement and agree to be bound by the Terms and Conditions of that agreement in addition to the Terms and Conditions of my Card Account; and
- That this Direct Debit Form Request, requests and authorises American Express to debit amounts from my nominated account each month, equal to the monthly payment required on my Corporate Card.

Signature of Cardmember:

Date: / /

Company Acknowledgement

These signatures are only required if debit amounts are from a Company bank account.

By Signing this Direct Debit Request We acknowledge:

- Having read and understood the Direct Debit Request Service Agreement and agree to be bound by the Terms and Conditions of that agreement in addition to the Terms and Conditions of our Corporate Card agreement; and
- That this Direct Debit Form Request, requests and authorises American Express to debit amounts from our nominated account each month, equal to the monthly payment required on the Corporate Card.

Signature of Card Program Authorised Signatory:

Date: / /

Name of Card Program Authorised Signatory:

Signature 1 of Bank Account Authorised Signatory:

Date: / /

Name 1 of Bank Account Authorised Signatory:

Signature 2 of Bank Account Authorised Signatory:

Date: / /

Name 2 of Bank Account Authorised Signatory:

### Direct Debit Service Agreement

1. This Agreement authorises American Express (User ID No.517) to withdraw money from your nominated account set out in the Direct Debit Request form. If you have any enquiries relating to this agreement you should contact American Express.
2. Before you complete the Direct Debit Request form, you should confirm with the financial institution that you have nominated an account which can accept direct debits. The nominated account must belong to you or your company and every nominated account holder must sign the direct debit request form.
3. If we want to change this Agreement, we will notify you within 14 calendar days in advance of any change.
4. Please notify American Express in writing if you want to:
  - Make a change to this Agreement
  - Stop or defer an individual payment
  - Cancel this Agreement
5. If you want to dispute a debit that has been made from your nominated account, you should contact us in writing immediately and we will respond to you in seven days.
6. If the debit date is on a weekend or public holiday in Sydney we will process your payment on the next business day.
7. You must make sure that sufficient cleared funds are available in your nominated account on the payment date. If there are insufficient funds and your financial institution dishonours the payment then:
  - We will charge you a dishonour fee as outlined in the Corporate Card Terms and Conditions.
  - Any charges and tax on those charges incurred by your financial institution may be debited from your account;
  - Any charges and tax on those charges incurred by us may be debited from your account; and
  - The amount of the dishonoured debit will be debited to your account.
8. We will keep your financial institution details confidential. However, we will disclose these details:
  - If you consent; or
  - To the extent required by law, for example, if a court order requires disclosure; or
  - For the purposes of this Agreement, for example, to settle a dispute.
9. You indemnify and keep us indemnified against all losses, costs, damages and liability that we suffer as a result of you giving us incorrect or false information in your Direct Debit Request.  
Your indemnity:
  - Extends and covers all changes you make in your Direct Debit Request; and
  - Continues after this Agreement has ended.

In this Agreement, 'American Express', 'we', and 'us' and 'our' means American Express Australia Limited ABN 92 108 952 085.

### The Corporate Card Direct Debit Plan

Offering a more convenient payment plan, automatically every month.

To make paying your monthly Card account more convenient – yet retain full control over payment – you can enrol free in Corporate Card Direct Debit.

This service allows you to pay your Card account automatically by debiting the payment directly from your nominated cheque or non-passbook savings account.

You'll continue to receive a full statement of your charges each month – simply check the bill, then forget about it!

You can nominate your personal Financial Institution or your Company's Financial Institution to make the payments for you, or your Company, automatically. The date of debit is determined by American Express.

### You Keep in Control

If you find an error on your Card statement, simply phone American Express before the debit date (the exact debit date is shown on your monthly statement).

Your Financial Institution account will not be debited for the amount in question until your query is resolved – so you retain absolute control over your funds.

### Free

The Corporate Card Direct Debit will save you time and inconvenience month after month – and there's no charge by American Express for the service.

You can use the service with any bank (and most credit union accounts) you wish – cheque or savings – (excluding passbook savings accounts or accounts outside Australia).

### Security

With Direct Debit you can rest easy, knowing your account is always up-to-date.

Even when travelling you know your account is being safely taken care of. No chance of overlooking a payment during a hectic trip – or of possibly losing the exclusive security benefits of the Card, just when you need them most.

### Just One Simple Form To Complete

To employ the convenience of the Direct Debit month after month, simply complete this form now. There's no obligation – you can cancel the direct debit any time you wish. Complete and mail the form today.

[americanexpress.com.au/cs](http://americanexpress.com.au/cs)

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