

Employer controlled direct debit service agreement

PayClear Services Pty Limited (ABN 93 124 852 320) ("PayClear")

This agreement should be read in conjunction with the First Choice Employer Clearing House Combined Financial Service Guide and Product Disclosure Statement dated 1 February 2025 (**FCE Clearing House FSG PDS**), which you can find at cfs.com.au/personal/tools-resources/tools-calculators/product-disclosure-statements/fces.html

The FCE Clearing House FSG PDS is prepared and provided by SuperChoice as Authorised Representative 336532 of PayClear Services Pty Limited ACN 124 852 320 (PayClear) holder of Australian Financial Services Licence Number 314357. It provides that SuperChoice may agree that superannuation contributions be made using Employer-Initiated Direct Debit.

Employer controlled Direct Debit is a simple option to pay your superannuation contribution payments through the Clearing House facility of PayClear Services Pty Limited (Australian Financial Services Licence 314357 and Direct Debit User ID 481471).

Before choosing this option, you should check with your financial institution to ensure that the Direct Debit facility is an available feature of your nominated account. If you elect to pay by Employer controlled Direct Debit, you are required to register for the Clearing House facility, provide pertinent information and accept your agreement to the following terms.

Authorisation to: PayClear Services Pty Limited (User ID 481471) ABN 93 124 852 320

Effective immediately, PayClear is authorised, upon receipt of a payment instruction from time to time, to debit an amount equal to the total of the payment instruction from the nominated financial institution account specified here and confirmed in the registration details supplied by the applicant.

How to return your form

Send your completed form to employer@cfs.com.au

A Direct Debit Account details

Pay centre	Company Name		ABN
Financial institution account name		BSB	Account number

Pay centre	Company Name		ABN
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Pay centre	Company Name		ABN
Financial institution account name		BSB	Account number

B Terms

You and PayClear agree:

1 Drawing arrangements:

- 1.1 PayClear will debit your nominated financial institution account with the exact amount specified in the superannuation contributions payment instruction, but only after receipt of that instruction.
- 1.2 If the payment is authorised on or before 4:00 pm AEST on a given Banking Day (i.e. any day that the Bulk Electronic Clearing System (BECS) is operating), the payment will be drawn from your account on that day. If a payment is authorised after 4:00 pm AEST or on a non-Banking Day, the payment will be drawn on the next Banking Day.

- 1.3 If you incorrectly dispute an authorised payment we make, and you are incorrectly reimbursed, we will deduct your nominated account for the incorrectly disputed amount.
- 1.4 PayClear may vary any details of this Direct Debit Service Agreement at any time by giving you at least fourteen (14) days' notice.
- 1.5 PayClear may cancel this Employer controlled Direct Debit Service Agreement if two or more drawings are returned unpaid by your nominated financial institution and PayClear may then seek to arrange an alternate payment method.
- 1.6 PayClear will keep private and confidential all information pertaining to your nominated financial institution account(s).

2 Your rights and responsibilities:

- 2.1 It is your responsibility to ensure that the authorisation given to draw on the nominated account(s) is identical to the account signing instruction provided to the financial institution where each account is held. You should check the account details are correct by checking them against a recent account statement.
- 2.2 You must ensure that your financial institution account(s) remains open and has sufficient funds to cover the contribution payment including any transaction fees.
- 2.3 You should check your account statement to verify that the amounts debited from your account are correct.
- 2.4 It is your responsibility to advise us if your nominated account(s) is closed.
- 2.5 It is your responsibility to arrange a suitable alternative payment method before you cancel your direct debit authorisation. You may do so by contacting PayClear on 1300 659 456 or by writing to PayClear at Suite 4.02, Level 4, 45 Clarence Street, Sydney NSW 2000, or through your nominated financial institution.
- 2.6 You may stop payment of a drawing by contacting PayClear on 1300 659 456 or by writing to PayClear Suite 4.02, Level 4, 45 Clarence Street, Sydney NSW 2000, or through your nominated financial institution. You must contact us prior to 3.00 pm Sydney time on the day we receive the payment instruction.
- 2.7 If you believe that a drawing has been made incorrectly or contrary to authority or a payment instruction, you may take the matter up directly with PayClear, or lodge a Direct Debit Claim through your nominated financial institution.

C Authorisation

TO: PayClear Services Pty Limited (User ID 481471) ABN 93 124 852 320 (PayClear)

I / we declare that all the information provided is correct and that I / we are authorised in respect of each bank account listed in accordance with the account signing instruction provided to the financial institution where each account is held.

Effective immediately, I / we authorise PayClear as the payment services provider to arrange for funds to be debited from the account(s) specified above in the amounts specified in the superannuation contributions payment details that are submitted and authorised in the Site.

(Note that if the account/s require two signatures, then both signatures are required here)

Authorised Signature

Name as recorded for nominated account

Date

Additional authorised signature (if required)

Name as recorded for nominated account

Date

(If more than two signatures are required, please use the additional signing boxes)

Additional authorised signature (if required)

Name as recorded for nominated account

Date

Additional authorised signature (if required)

Name as recorded for nominated account

Date