

# ALTERATION TO DIRECT DEBIT PAYMENT

**To Vary a Direct Debit Payment**

Auth # \_\_\_\_\_

Child's Surname \_\_\_\_\_

I/We refer to the Direct Debit Authority payable to \_\_\_\_\_  
(name of school)

and request that the amount of this debit be changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
(current payment) (new payment)

Debiting My/Our account as follows:

Account Name: \_\_\_\_\_

Branch (BSB) Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Effective from the next due date.

Name of Parent/Guardian: \_\_\_\_\_

Signature/Signatures: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

OR

**CANCELLATION OF DIRECT DEBIT PAYMENT**

**To Cancel a Direct Debit Payment**

Auth # \_\_\_\_\_

Child's Surname \_\_\_\_\_

I/We refer to the Direct Debit Authority payable to \_\_\_\_\_  
(name of school)

for the amount of \$ \_\_\_\_\_ and request the **immediate cancellation** of this payment.

My account details are as follows:

Account Name: \_\_\_\_\_

Branch (BSB) Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature/Signatures: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_