



CENTREPAY DEDUCTION AUTHORISATION 2024

Parent/Guardian name:

Student name/s:

REQUEST AND AUTHORITY TO DEBIT

Request and authorise FCJ College Benalla, to set up through Centrepay, deductions to be made towards school fees account as per the information provided below.

YOUR DETAILS

Family name:

Given name/s:

Date of birth:

Phone number

Centrelink reference number (CRN):

SERVICE PROVIDER DETAILS

Service providers name:

FCJ College Benalla

Service providers address:

36 Arundel Street Benalla, 3672 VIC

Service providers phone number:

(03)57 621222

Service providers CRN:

555094226J

Reason for payment:

School Fees

PAYMENT DETAILS

Deduction taken from payment.
(Family Tax Benefit, Carer payment):

Fortnightly instalment:

\$

Date payment to commence:

Status:

ACKNOWLEDGEMENT (please initial)

I/We have read/understood that:

- This arrangement remains in place, unless otherwise advised in writing.
- The Centrepay Agreement overleaf and acknowledge and agree to same.
- This arrangement remains in force in accordance with the schedule described above and in compliance with the Centrepay Agreement, see overleaf for Agreement.
- This Agreement may be altered at any time by me by written instruction.

Signature 1

Signature 2 (only when applicable)

Date



CENTREPAY DEDUCTION AUTHORISATION 2024

The following is your Centrepay Deduction Authority with FCJ College (CRN 555094226J). The agreement is designed to explain what your obligations are when undertaking a Centrepay Deduction arrangement with us.

CENTREPAY DEDUCTION ARRANGEMENTS

Your signature on the Centrepay Deduction Authority form allows us to set up payments from your nominated Centrelink payment as outlined in the payment details section of the authority. We will keep your records and account details confidential, except where the disclosure of certain information to Centrelink is necessary as per the *Privacy Act 1988*.

I give permission for FCJ College to disclose my information to the Department of Human Services for the purposes of checking my account number, billing number, amount I want to pay, and reconciling my payment deduction details.

I also give permission for FCJ College to give the Department of Human Services my correct account and billing number if required.

I understand that:

I can change or cancel my deduction at any time by notifying the Finance Officer, as least 5 business days before the cancellation, alteration or suspension is to take effect. Any amendments should be made in writing to the Finance Officer via email, in person or post.

Further information about Centrepay can be found online at www.humanservices.gov.au/centrepay

YOUR RESPONSIBILITIES

It is your responsibility to:

- Ensure you check and communicate any discrepancies to the Finance Officer.
- Ensure that you are eligible for Centrepay deductions.
- Check that you have filled in your correct details on the Centrepay Deduction Authority.
- Notify us immediately if your nominated payments are ceased or changed.
- Arrange a timely and suitable alternative payment method if your Centrelink payments are cancelled.

FINANCE TEAM CONTACT DETAILS

Finance Officer	Minnie Askew	03 5762 1222	minnie.askew@fcjbenalla.catholic.edu.au
Finance/Administration	Melanie Smyth	03 5762 1222	melaniesmyth@fcjbenalla.catholic.edu.au
Business Manager	Emily Hordern	03 5762 1222	emily.hordern@fcjbenalla.catholic.edu.au