



**SERVICE AGREEMENT FOR THE OPERATION OF DIRECT DEBIT and AUTOMATIC CREDIT CARD PAYMENTS TO ACCOUNTS
FOR
INDEPENDENT EDUCATION UNION OF AUSTRALIA NSW/ACT BRANCH**

Phone: 8202 8900 Toll Free Phone: 1800 467 943

Email: membership@ieu.asn.au

Reply Paid 88676, NORTH PARRAMATTA NSW 1750

Direct Debit and Automatic Credit Card payments are processed on the last working day of the month.

Where the last working day is a public holiday, debits will be on the preceding workday. Frequency options are monthly, quarterly or annually.

New Members pay dues from the month of joining and from then on as per your instructions.

Monthly: Generated on the last working day of the month. **Quarterly:** Generated on the last working day of February, May, August and November. An **Annual discount:** Generated on the last working day of January. Discount rate is available only for renewing membership fees. **Annual payments after January:** Generated (without discount) on the last working day of the month joining or renewing.

Past dues: Deducted along with first installment, you will be contacted by the IEUA Membership Department seeking to have past/outstanding payments deducted.

How do I arrange "Direct Debit" or "Automatic Credit Card" payments: You can arrange this via phone, at our secure website (www.ieu.asn.au), remittance of form or renewal notice by post or via email at membership@ieu.asn.au. All your information is confidential.

What happens if I change my working status, account or card details or wish to cease debits: Must be advised in writing, contact our Membership Department at membership@ieu.asn.au. Resignations must also be advised in writing.

I have agreed to pay via Direct Debit or Automatic Credit Card, but dues are not being taken from my account: Contact our Membership Department via phone 8202 8900 (press 1) or email at membership@ieu.asn.au.

Changes to subscription rates: Advised by email for the following year. Amounts will automatically be updated from year to year based on classification and IEUA fee schedule. An annual renewal notice will be emailed or posted where no email address is available for members to advise of any changes.

Please keep the IEUA advised of any changes to your membership to ensure your coverage remains current.