



2026 Payment Authority Form

Please return by Friday 12 December 2025

Instalments commence:

Weekly:	Friday	30/01/26	42 instalments
Fortnightly:	Friday	30/01/26	21 instalments
	or	06/02/26	21 instalments
Monthly:		15/02/26	10 instalments
Per Term	Friday	2 nd Week	4 instalments

All 2026 accounts must be finalised by 13 November 2026

1. Fee payer information:

Holy Spirit account code (located top right on tax invoice/statement)

First Name Surname

Phone Email

Address

2. I wish to pay instalments:

Weekly (Fridays) Fortnightly (Fridays) Monthly (15th day of month) Termly (2nd Friday of term)

Instalment amount \$ _____ Commencing ____/____/____

Until account is fully paid (zero balance) or Ongoing to allow my account to go into credit

3. I wish to pay instalments by:

Credit Card or Direct Debit

If credit card is selected, complete the following:

If direct debit is selected, complete the following:

Name on Card

Account Name

Visa Mastercard

BSB/Branch Number

Credit Card Number

Account Number

Expiry Date

Bank/Financial Institution Name

I authorise Holy Spirit Community School (User ID 534142) to debit funds from my account at the financial institution identified above and as prescribed by the Bulk Electronic Funds Clearing System (BECS). I certify that I am an authorised signatory of the above account and the payment instructions are consistent with the account authority or signing instructions held by my financial institution for that account. I understand that I may change my banking details or cancel this agreement by emailing sleeson@hsringwoodnth.catholic.edu.au a minimum of 14 days in advance.

Signature Date

Please ensure adequate cleared funds are available in your nominated account on the due date. Returned payments may be charged an administration fee of \$5. Completed forms can be returned by post or in person to Holy Spirit Community School, 120 Oban Rd, Ringwood North Vic 3134. Direct Debit Service Agreement available on School website.