

**DIRECT DEBIT REQUEST AUTHORITY**  
**Suspend, Cancel, and Reduce an Existing Authority**

School: \_\_\_\_\_

I/We Full Name(s): \_\_\_\_\_

Student(s) Full Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Debtor A/c: \_\_\_\_\_

**BSB:** \_\_\_\_\_ **A/C No:** \_\_\_\_\_

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

\*New Direct Debit Form to be completed for new account details or increased amounts.

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**SUSPEND AUTHORITY**

Suspend Authority From: \_\_\_\_\_

Recommence Payment On: \_\_\_\_\_

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**CANCEL AUTHORITY**

Final Payment Date \_\_\_\_\_ Amount: \_\_\_\_\_

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**REDUCTION OF CURRENT DIRECT DEBIT AMOUNT**

Start Date \_\_\_\_\_

Amount from: \_\_\_\_\_ To: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Return this Form to Your School for Processing**

*CSPD Use Only:*

Date Processed: \_\_\_\_\_ Initial \_\_\_\_\_

TECHONE DEBTOR \_\_\_\_\_

**PLEASE NOTE:**

In accordance with the Direct Debit Request (DDR) if you would like to change the account number on an existing direct debit that is in place, the existing direct debit needs to be cancelled by CSPD and a new authority needs to be submitted to CSPD for processing.