

# Parent Set Up Form






## CENTRE DETAILS:

<b>Centre Name</b>	<b>Centre ID</b>
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## PARENT DETAILS:

<b>Parent Name</b>	
<b>Family ID (from centre)</b>	
<b>Address</b>	
<b>Email Address</b> For welcome email & payment alerts	
<b>Mobile Phone</b>	04 <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
<b>Other Daytime Phone</b>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
<b>Date of Birth</b> For ID purposes only	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
<b>Child Name(s)</b>	

## PAYMENT DETAILS:

<b>Payment Method</b>	You authorise your nominated Child Care service to debit the full balance of your child care fees at the regular intervals as per your agreement with them.
<b>Payment Account</b> Choose credit card, debit card or bank account.     	<b>Card Number:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<b>Expiry Date:</b> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <b>Card Name:</b> .....
	<b>BSB:</b> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <b>Bank Account Number:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<b>Account Name:</b> .....
<b>Payment Confirmation</b> Receive payment confirmations	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SIGNATURE:

**DECLARATION:** I hereby register with ChildCare EasyPay (CEP) & authorise CEP and/ or my ChildCare service provider (CCSP) to process payments from my nominated account in accordance with this Parent Set up Form (PSF), Direct Debit Service Agreement (DDSA) & the Terms & Conditions (TC) at [www.childcareeasypay.com.au](http://www.childcareeasypay.com.au). By signing this PSF, I confirm the information above is true & correct, that I have read, understand & agree to be bound by the PSF, DDSA & TC. I understand that this arrangement will remain in place until such time as it is cancelled by me, my CCSP or CEP. **DIRECT DEBIT REQUEST:** I/ we request that moneys due in terms of the repayment arrangements covered by this document, be drawn by Zenith payments Pty. Ltd ABN: 71 083 359 684. t/a ChildCare EasyPay (User ID 429018) under the Direct Debiting System from my/ our account stated above. I/ we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement received from you. Please note: Payments will appear on your account as 'CHILDCARE PAYMENT CEP AUSTRALIA AU'.

**Account Holder Signature(s):**

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PLEASE SIGN – Are two signatories required for joint accounts?  
Date:

## CENTRE USE ONLY:

Once received, set up by logging into <a href="http://www.childcareeasypay.com.au">www.childcareeasypay.com.au</a> For assistance, email: <a href="mailto:centresupport@childcareeasypay.com.au">centresupport@childcareeasypay.com.au</a>	<b>SET UP DATE:</b>	
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## Why use Child Care EasyPay:

- ✓ **Save time & hassle** – drop off/ pick up your children without payment hassles.
- ✓ **Be rewarded** – earn credit card reward points on one of your biggest expenses.
- ✓ **Easy** – payments are automatically processed in the same you may already pay other bills.
- ✓ **Improved security & service** – we spend time looking after your kids not counting cash.
- ✓ **Multiple payment options** – choose credit card, debit card or bank account:



- ✓ **SMS/ Email payment confirmation** – be informed when payments are made.
- ✓ **Low cost transaction fees**

**Please complete the form overleaf & return to your centre  
You'll receive a confirmation email when everything is set up.**

### Direct Debit Service Agreement

#### Drawing arrangements:

We will advise you, in writing, the details of the direct debit drawing arrangements. (amount – frequency – commencement date) at least 1 calendar days prior to the first drawing. Where the due date falls on a non-business day, we will draw the amount on the next business day. We will not change the amount or frequency of drawing arrangements without your prior approval. We reserve the right to cancel the direct debit drawing arrangements if two or more drawings are returned unpaid by your nominated Financial Institution & to arrange with you an alternative payment method. We will keep all information pertaining to your nominated Financial Institution account private and confidential.

#### Your rights:

You may terminate the drawing arrangements or stop payment of a drawing at any time by giving notice to us, which should be received by us at least 5 business days prior to the due date. You may request change to the drawing amount and/ or frequency of drawings by contacting us and advising your requirements no less than 5 business days prior to the due date. Where you consider that a drawing has been initiated incorrectly, you should take the matter up directly with us.

#### Your responsibilities:

It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date. It is your responsibility to ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by your Financial Institution. It is your responsibility to advise us if the account nominated by you to receive drawings is transferred or closed and to arrange with us a suitable alternative payment method if the drawing arrangements are cancelled either by you or your Financial Institution.