# Regular Payment arrangement record

Date

Member name

My list of regular payments for Card number

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| Supplier billing organisation<br>eg. Telstra | Reference<br>eg. abc123 | Frequency<br>eg. monthly | Amount to be debited<br>eg. $200 | Notes<br>eg. Broadband Internet |
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## Regular Payment arrangements

A regular payment arrangement can be either a recurring payment or an instalment payment.

A recurring payment is an arrangement between you (the cardholder) and a supplier in which you authorise them to bill your card account at regular intervals or at intervals as agreed by you. The amount may differ or be the same for each transaction.

An instalment payment represents an agreement between you (the cardholder) and a supplier in which you pre-authorise the supplier to bill your card account with a fixed amount at predetermined intervals for a predetermined time.

You are responsible for notifying the supplier whenever your card account details change, including a change in card number and/or change of card expiry date or if you wish to cancel a payment arrangement. We recommend that you use the information provided above to contact your suppliers and notify any changes to regular payment arrangements.

Nexus Mutual provides a facility on the website to automatically generate letters to your suppliers.

## Nexus Mutual's recommendation

Nexus Mutual recommends that you do not provide your Visa card number to suppliers for charging amounts to your account, as the card number and/or expiry date can change if the card is lost, stolen or replaced. A better option is to set up a direct debit by providing your supplier with Nexus Mutual's BSB number (802-254) and your member number.

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