

Dear Sir/Madam

Cancellation of recurring payment authority

I am writing to request you cancel my authority to deduct recurring payments from my account effective from

The recurring payment authority details are:

Purpose of Payment	
Reference/Account	
Account Details	
My Financial Institution	Bank of Melbourne
Payment Amount	
Payment Frequency	

Please confirm that you have cancelled the recurring payment and that you will not debit any further amounts from my account.

Yours faithfully

Important considerations for Bank of Melbourne customers

- (i) Recurring payments are an authority between you and a merchant, whereby the merchant deducts funds on a recurring basis from your credit or debit card (where you've quoted your card number).
- (ii) Check the merchant's terms and conditions and ensure you cancel your authority in accordance with their terms and conditions.
- (iii) If the merchant hasn't specified any terms and conditions, the International Card Scheme rules state they must cancel your authority within 1 day of receipt of your letter.
- (iv) Please consider domestic and international postage times as these may impact or delay receipt of the letter by the merchant within your requested timeframe.
- (v) Keep a copy of your completed letter for your own records. This may be used as evidence if you continue to be charged.