

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:

<b>Purpose of Payment</b>	
<b>Reference/Account</b>	
<b>Account Details</b>	
<b>My Financial Institution</b>	St.George Bank
<b>Payment Amount</b>	
<b>Payment Frequency</b>	

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 St.George Bank 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.