

AutoTop Up Request Form

Use this form if you are a **registered myki account holder** who would like to **set auto top up** through your credit card or direct debit.

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service:

- TTY users phone 133 677, then ask for 13 6954 (13 myki).
- Speak and listen users phone 1300 555 727, then ask for 13 6954 (13 myki).

If you need an interpreter:

- Call the Translating and Interpreting Service (TIS National) on 131 450 and ask for 13 6954 (13 myki).

It's easy to learn more about myki

Visit **myki.com.au**

Call **13 6954 (13 myki)**



General Information

For extra convenience and peace of mind, you can have your myki money topped up automatically through your credit card or via direct debit. It's called **auto top up** and it's as easy as set and forget.

Only registered myki account holders can set auto top up.

The account holder is the person to whom the myki is registered. This could be the cardholder (the person who uses the myki to travel), or a parent/guardian, spouse etc.

To activate auto top up, you will need to select a minimum threshold (min \$10 and max \$250). You will also need to select a top up amount (min \$10 and max \$250).

When your myki money falls on or below its minimum threshold, it is automatically topped up with the amount you specify (e.g. \$50). This amount is debited from the credit card or bank account you designate.

Please note: The top up amount will be debited from your nominated account or credit card upon set up and subsequent top ups will occur when the threshold is reached. Please ensure there are sufficient funds available at all times.

If there are insufficient funds in your account at the time the top up amount is debited, your myki will be blocked and invalid for travel. You may also be charged a fee by your financial institution.

Post this form to

myki Mailbox
Reply Paid 4318
MELBOURNE VIC 8060

(No stamp required)

Or lodge this form at

- The myki discovery centre at Southern Cross Station
- The MetShop (Melbourne Town Hall, corner of Swanston and Little Collins Streets)

Visit myki.com.au for location details.

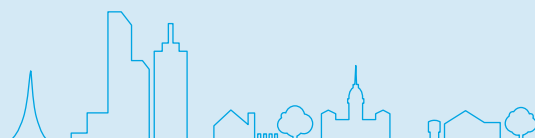
Administration fee

An administration fee of \$9.80 applies to some card services including requesting a replacement myki or balance transfer. Please visit myki.com.au for details on when the \$9.80 fee applies.

Privacy

The Transport Ticketing Authority (TTA) manages myki and is committed to protecting your privacy. For more information visit myki.com.au or call 13 6954 (13 myki).

You can obtain more Auto Top Up Request Forms by visiting myki.com.au or by calling 13 6954 (13 myki).



Section D: Credit Card Payment

Credit card type

Visa

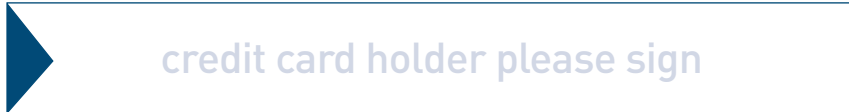
MasterCard

Name on credit card

Credit card number

Expiry date on credit card

Signature of credit card holder



Date

Section E: Direct Debit Request

Funds will be debited from your bank account to your myki via the direct debit system.

Please complete all fields for prompt processing.

Name of financial institution where account is held

Branch name

Name of account

BSB number

Account number

Please read the Direct Debit Request Service Agreement

“TTA” means the Public Transport Ticketing Body operating as the Transport Ticketing Authority ABN 73 595 242 024.

By signing a Direct Debit Request (DDR) you have authorised TTA to arrange for funds to be debited from your nominated account and for the same value in the form of myki money to be transferred to the nominated myki Card Account.

Drawing arrangements

1. TTA will arrange for funds to be debited from your nominated account in accordance with your DDR. If any debit falls due on a weekend, public holiday or other day, TTA may direct your financial institution to debit your nominated account on the next business day following that date.
2. TTA will give you at least 14 days notice when changes to the terms of this Direct Debit Request Service Agreement are made.

Your commitment to TTA

It is your responsibility to ensure that:

1. Your nominated account can accept direct debits;
2. Sufficient cleared funds are available in your nominated account to meet any drawing in accordance with your Direct Debit Request;
3. You will advise TTA as soon as possible if you intend to transfer or close your nominated account and must allow 7 working days for the change to be effected; and
4. You will not transfer or close the nominated account without making prior arrangements with TTA.

If any drawing is returned or dishonoured by your financial institution, TTA may re-draw the funds subsequently. Any transaction fees payable by TTA to its banking provider in respect of dishonoured drawings or redrawings may also be debited.

SECTION E CONTINUED ON NEXT PAGE.

