



Bank of Melbourne

Notice of Variation of Account Details

CONFIDENTIAL COMMUNICATION:

This document is confidential and intended only for the use of the addressee. If you have received this communication in error, please notify the financial institution from which you have received it to arrange disposal. Unauthorised use of the information in this message may result in legal proceedings against the user.

- I/We have switched financial institutions and as a result my/our account details, for the purposes of Direct Debits and Direct Credits, have changed.
- I/We authorise Bank of Melbourne to notify each Debit User and Credit User listed in the attached schedules, through its Sponsor or User FI, as the case may be, of my/our changed account details on my/our behalf.
- I/we acknowledge that provision of this Notice, together with the relevant Schedule attached, to each such Debit User or Credit User will change the account details set out in my/our direct debit arrangements and direct credit arrangements with them. The other terms of my/our original Direct Debit Request and Direct Credit arrangements are not affected.
- I/We instruct each such Debit User and Credit User, with immediate effect, to use the new account details provided below for my/our Direct Debits /Direct Credits.

My/Our Old Account Details:

Account Name

BSB

Account Number

My/Our New Account Details:

Account Name

BSB

Account Number

Name of New Financial Institution

Bank of Melbourne

- **To our customer:** You need to be aware of your continued responsibility for ensuring your direct debits and credits are fulfilled correctly. While Bank of Melbourne is assisting you with the new account switching service by passing on your requests to other financial institutions and users of Direct Entry services, Bank of Melbourne does not take responsibility for the accuracy, or completion of your requested account switching changes.
- **Remember,** it is important to ensure that your old account is open and has adequate remaining funds to cover any necessary direct debits until you have confirmed with your service provider that your requested changes have been made. Any failure to do so may result in fees, charges or your service provider cancelling their service to you.
- Please note some cancelled arrangements may appear on the list
- Service providers may take some time to process notifications,
- You should check to see if any contractual notice periods apply to your direct entry arrangements with your service providers
- The switching service applies only to direct debit arrangements, direct credit arrangements and not periodical payments, BPAY payments, internet banking 'Pay Anyone' payments, scheme debit card and scheme credit card arrangements.
- Some direct entry users require notice of a change of bank details well in advance of the billing date – if so, a switching notice given under this arrangement may not take effect until the next billing cycle

I/we confirm that I am/we are authorised to operate the account represented by the BSB and Account Number shown immediately above (my/our New Account Details).

Customer's Name/s (please print)

Customer's Name/s (please print)

Customer's signature/s (in terms of the account authority)

Customer's signature/s (in terms of the account authority)

Date

Contact Telephone Number

Contact Email

New Financial Institution Use only

To Sponsor/User Institution

Date Sent

SCHEDULE

My/Our Direct Debit(s)/ Direct Credit(s) with:

[User/Service Provider]

[DE User ID]

My/Our Full Account Name

My/Our New Account Details

[BSB]

[Account Number]

Lodgement Reference	Name of Remitter	Last Payment Date (dd/mm/yy)	Amount	Debit/ Credit	Customer's identification number with the Debit User (examples - Customer's Billing Number, Contract Number or Policy Number)

New FI Use only

To Sponsor/User Institution

[User FI Name]

Date Sent

/ /

Note: A separate Schedule is to be completed for each Debit User and Credit User to be notified of the variation of Customer account details.



Email completed forms to: switchtobom@bankofmelbourne.com.au

Or

Fax completed form to: 1300 139 695