

# Notice of variation of account details

**PROMPT ACTION REQUIRED.** For recurring payments only. Please use black pen and block letters

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.

*This Notice of Variation of Account Details authorises bcu to notify Debit Users and Credit Users of changed account details on the customer's behalf. bcu must send each Debit User and Credit User, through its Sponsor or User FI (as the case may be), a copy of this signed Notice, together with the particular Schedule relevant to that User. Debit Users and Credit Users are required to verify (by signature comparison or other means) that this form has been properly authorised by the Customer before making any changes to the customer's Direct Debit or Direct Credit arrangements. Debit Users and Credit Users must action this request promptly and contact the customer if there is any doubt as to the customer's authorisation. The customer's instruction takes effect from the date of receipt by the User, subject to the expiry of any notice period which may apply to amendments to the terms of the customer's arrangement with 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 bcu 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

## MY / OUR NEW ACCOUNT DETAILS

Account name	BSB	Account number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of financial institution

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)

<input type="text"/>	<input type="text"/>
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Customer's signature(s) (in terms of account authority)

<input type="text"/>	<input type="text"/>
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Date	Contact telephone number
<input type="text"/>	<input type="text"/>

Contact email address

**New  
FI Use  
Only**

To sponsor / user institution (User FI name)	Date sent
<input type="text"/>	<input type="text"/>

**SCHEDULE**

My / Our direct debit(s) / direct credit(s) with:

Name of user

DE user ID

My / Our full account name

My / Our new account details:

BSB

Account number

Lodgement Reference	Name of remitter	Last payment date	Amount	Debit/ Credit	Customer's ID number with the Debit User [Examples - Customer's Billing Number, Contract Number or Policy Number]
		/ /			
		/ /			
		/ /			
		/ /			

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.

**New  
FI Use  
Only**

To sponsor / user institution (User FI name)

Date sent