

Change Advice Letter

To: _____ (Organisation processing Direct Debit/Credit)

Address: _____ (Organisation processing Direct Debit/Credit)

Date: _____

Dear Sir/Madam,

Change of Direct Debit/ Direct Credit information for: _____ (your name)

Reference/Policy Number: _____

I/We have changed the financial institution account into which my/our Direct Debits/Credits are paid to/from. With immediate effect, please amend your records to make sure all future payments are debited/credited to my/our new account as follows:

My/Our Old Account Details

Financial Institution: _____

Account Name: _____

BSB Number: _____

Account Number: _____

My/Our New Account details (please update your records to the below)

Financial Institution: _____

Account Name: _____

BSB Number: _____

Account Number: _____

I/We confirm that I/we am/are authorised to operate the account represented by the BSB and Account number shown immediately above (my/our new account details)

If you have any questions, please contact me on: _____

Thank you for your assistance.

Regards

Name: _____ Signature: _____

Name: _____ Signature: _____