

# Advice Letter for change of BSB/Account Details

To Human Resources/Payroll

The account my salary is currently deposited to is changing.  
With immediate effect, please amend your records to make sure all future payments are as follows:

For the attention of \_\_\_\_\_

My name \_\_\_\_\_

My address details \_\_\_\_\_

Reference/Employee Number \_\_\_\_\_

Account Details

|                                       |   |
|---------------------------------------|---|
| <b>My old Account details were:</b>   | <b>My new Account details to be used immediately are:</b> |
| Current BSB Number <div>702-746</div> | New BSB Number _____                                      |
|                                       | Account Name _____  |
|                                       | _____   |
|                                       | Account Number _____                                      |
|                                       | _____   |

Authorisation

I confirm that I am authorised to operate on the account shown immediately above.

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| Name _____                           | Name _____                           |
| Signature _____                      | Signature _____                      |
| Date                /        / _____ | Date                /        / _____ |

Thank you for your assistance.

