# Notification:

**Change of Banking Details for Direct Debits / Direct Credits**

[Insert your name] [Insert your address details]

To whom it may concern,

I/ we wish to advise of the following changes to my/our bank account details. Please amend your records to make sure all future payments are debited/credited to my/our new account.

# New Account Details:

Account Name: BSB:

Account Number:

[Insert your name here]

636-385

[Insert your Account Number here]

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

If you have any questions, please contact me/us on ( )

Thank you for your assistance. Yours sincerely,

………………………………………… ………………………………………… Signature and Date Signature and Date

[Insert your name here] [Joint Account holder name here]