

CHANGE ADVICE LETTER

For Debits

Dear Sir/Madam,

Change of direct debit information for

I/We have changed the financial institution account from which my/our direct debits are deducted. With immediate effect, please amend your records to make sure all future payments are deducted from my/our new Westpac account.

Previous account details

Financial institution:

Account name:

BSB:

Account number:

New Westpac account details

Financial institution: Westpac

Account name:

BSB:

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.

Yours sincerely,

.....
[insert your name(s) and sign above]

.....

CHANGE ADVICE LETTER

For Credits

Dear Sir/Madam,

Change of direct credit information for

I/We have changed the financial institution account into which my direct credits are paid to. With immediate effect, please amend your records to make sure all future payments are credited to my/our new Westpac account.

Previous account details

Financial institution:

Account name:

BSB:

Account number:

New Westpac account details

Financial institution: Westpac

Account name:

BSB:

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.

Yours sincerely,

.....
[insert your name(s) and sign above]