

## Easy BPAY<sup>®</sup> Biller Application Form.

To become an Easy BPAY Biller with Westpac, please complete this application form and return it to us along with the Easy BPAY Biller Agreement.

### Section 1 – Tell us about your business.

Business Name (incorporated or trading name)

Westpac Customer Number

ABN

Company Director(s) (if any)

  

### Who would you like Westpac to contact if we've got any questions?

Contact Name

Contact Phone Number

Business Address

Suburb	State	Postcode
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Mailing Address

Suburb	State	Postcode
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Email address (in case we can't get hold of you on the phone number provided)

### To help us with your application please provide the following:

Line of Business (main activities of your business)

How long has your business been operating?

What is the average monthly volume and value of your current receipts?

Transaction Volume

Total Transaction Volume

# BPAY Load Form.

USE THIS FORM FOR ESTABLISHING AN EASY BPAY FACILITY. NOT TO BE USED FOR STANDARD BPAY.

The customer should complete Sections 1-6.

## Section 1 - Customer details.

Customer name (this should match the legal entity name associated with your bank account details in Section 2)

Billers long name (Maximum 50 characters. This will be used for Interactive Voice Recognition (IVR) recordings)

Billers short name (Maximum 20 characters.  
This will appear on payers' statement entries)

ACN/ARBN/ABN

**Operational Contact.** (Someone who can investigate BPAY trace requests.)

Title (e.g. Mr, Mrs, Ms)

Given name/Middle name(s)

Surname

Business Address (No PO Boxes)

Suburb

State

Postcode

Phone number

Fax number

Email address

**Technical Contact.**

Title (e.g. Mr, Mrs, Ms)

Given name/Middle name(s)

Surname

Business Address (No PO Boxes)

Suburb

State

Postcode

Phone number

Fax number

Email address

## Section 2 - Payment details.

**1. Payment Types.** (Please select the payment types you wish to offer to your customers.)

Debit accounts    Visa    Mastercard    Other Credit cards

**2. Payment Limits.**

	Minimum	Maximum
Debit accounts	\$	\$
Credit card accounts	\$	\$

Minimum may be \$1.00 or higher. Default maximum is \$100,000 for Debit Accounts and \$10,000 for Credit Card.

**3. Bank Account Details.**

	BSB	Account number
Receive BPAY payments		
Fees		

**Section 3 - Check digit routine.****4. Check Digit Routine.**

This is the routine that you will be using to generate your Customer Reference Numbers. For more information on the Check Digit Routine please refer to the Easy BPAY guides website.

The Check Digit Routine for Easy BPAY is Mod10 Version 5 (MOD10V05).

**Section 4 - Customer reference number (CRN).****5. CRN Length.** (Including the Check Digit.)

The CRN can be fixed or variable in length up to 20 numerical digits (including the check digit). It cannot contain letters or any special characters such as # & \*. Please select one or more (if variable):

Fixed  Variable

2  3  4  5  6  7  8  9  10  
 11  12  13  14  15  16  17  18  19  20

**6. CRN name.** (e.g. Customer number, Account number, Policy number, etc.)
**7. Where will the Customer Reference Number be located?** (e.g. Top, right hand side of the bill, etc.)
**8. Sample CRN.**

Please provide 10 CRNs (including the Check Digit) which will be used on your invoices. At least one sample CRN should have a check digit of zero (0). If variable, you will need to provide 10 examples for each CRN length.


**Section 5 - Transmission method.****Individual Statement Credits only (standard).**

You will receive individual BPAY Transaction information on your bank statement.

**Section 6 - Other.**

9. Preferred BPAY start date.

10.  A Sample Invoice showing the BPAY logo and details (as per BPAY Identity Standards) is provided with this BPAY Load Form.

**Please return to your Westpac Banker:**

This BPAY Load Form - complete Sections 1-6  Sample invoice  Signed BPAY Biller Agreement

**Bank use only.** The remaining sections should be completed by the Banker.

**Section 7 - Customer profile.**

CIS Key

ANZSIC Code (Obtain this from Products Online)

ANZSIC Category (Obtain this form from Products Online)

Is Customer Relationship Managed?  Yes  No

If yes, please contact the Relationship Manager.

**Section 8 - Banker details.**

Banker Name

Banker Phone number

Banker fax number

Banker email address

Branch name

Branch BSB

Bank Stamp

Signature

Date

**Section 9 - Banker checklist.**

Please attach the following in an email to [smetransactional@westpac.com.au](mailto:smetransactional@westpac.com.au) or load request via Relationship Builder

- BPAY Load Form (once it has been checked that all sections are completed)
  - Completed and signed BPAY Biller Agreement
  - Sample BPAY invoice
  - Customer is provided a copy of the Operations Manual
  - Bank Account Names in section 2.3 belong to the legal entity listed in section 1 - Customer name
- If maximum limit is above default please seek approval from GTS Domestic Payments Team.

**Section 10 - Implementation Manager.**

**Attach and load into QuickService.**