

### BusinessChoice Card Maintenance

Complete this form each time you want to transfer a credit balance from a card, change a cardholder name or arrange for a re-issue card.

- Once this form has been completed please forward to your Westpac representative or branch for verification and on forwarding to the Cards Business Solutions for processing. Where you have setup a fax indemnity and authorised signatories with Westpac, this form can be faxed directly to Cards Business Solutions on (02) 9767-1722.

Card number (16 digits)  Cardholder name   
 Business/Company name:  Facility number:

#### Section 1 Maintenance Option

Please select the type of amendment you want to make to your card by ticking the appropriate box below.

- Transfer credit balance..... Complete sections 2 and 6.
- Transfer credit incorrectly paid to card..... Complete sections 3 and 6.
- Change of cardholder name ..... Complete sections 4 and 6.
- Re-issue card..... Complete sections 5 and 6.

#### Section 2 Transfer credit balance

If you have cancelled a cardholder's card account and there is a remaining credit balance, complete the details below to transfer the remaining credit balance to the nominated account and fully close the card.

Remaining credit amount \$  BSB  Account number

#### Section 3 Transfer credit incorrectly paid to card

If an amount has been incorrectly credited to the above cardholder account, complete the details below to transfer the credit amount to either the account number or card number nominated.

Date of credit  /  /  Credit amount \$  BSB  Account number   
 Card number (16 digits)  Cardholder name

#### Section 4 Change of Cardholder Name

Original evidence in the form of marriage certificate, birth certificate, deed poll certificate or divorce document must be presented to a Westpac representative for the change to take place.

New Name ► Surname:  First name:  Title:

List the Name, Address or BSB of the branch the new card is to be collected at:

#### Section 5 Re-issue Card

Please complete the details below to arrange for a re-issue card.

- Reason for re-issue:  Damaged  Card not collected at branch

List the Name, Address or BSB of the branch the new card is to be collected at:

#### Section 6 Authorisation

This Authorisation must be completed by the following people for the appropriate business type:

- Company (Including any company acting as a trustee) – Sole Directors or 2 Directors or 1 Director and 1 company Secretary
- Partnership – 2 Partners
- Trust with non-corporate trustee/s – Trustee/s
- Sole Trader – the Sole Trader
- Other – Authorised signatory/ies as Principal/s

This form must be signed in accordance with the current authorisation held by Westpac. Westpac will not act on these instructions unless the signatories who sign this form are authorised to do so under the current authorisation and in the manner stated in the authorisation.

Company/Business Name	ABN	ACN	and/or ARBN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
By Authorised signatory / Principal 1 (print name)	By Authorised signatory / Principal 2 (print name)		
<input type="text"/>	<input type="text"/>		
Signature	Date	Signature	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

#### Westpac Use Only

- Westpac representative has verified signature(s) and that the form is signed in terms of authority held. Complete details below. **OR**
- Where this form has not been signed in Section 6, tick this box to confirm written authorisation (email/letter/fax) has been obtained and signature(s) have been verified.

Westpac representative's name  Contact phone number

Signature  Date  /  /

