

# Request for Cheque Cashing Authority – Westpac Institutional Customers only

This is a request made in accordance with our cheque cashing authority service agreement entered into between us and Westpac.

We hereby request Westpac to arrange for our organisation a cheque cashing authority to be available from

with the following particulars:

Details of account cheques will be drawn on:

Name of account *(the style that it appears on the cheques)*

BSB

Account number

Aggregate amount of cheques to be cashed per Period *(in words)*

Aggregate amount *(in figures)*

Period *(please tick one)*

 Daily  Weekly  Fortnightly  Monthly

Branch *(where cheques are to be cashed-address)*

BSB *(if known)*

Manner in which payee details will be completed on each cheque

Cheques will be crossed "Not Negotiable"? .....  Yes  No

If crossed "Not Negotiable", the cheque will be opened? .....  Yes  No

If 'Yes' ➤ the manner in which the cheque will be opened eg. signed with full signatures or initials of each drawer or otherwise how?

Is Westpac to check that the person presenting a cheque for encashment is an authorised recipient? .....  Yes  No

If 'Yes' ➤ the manner in which authorised recipients of cashed cheque proceeds will be advised to the cashing branch?

How is the authorised recipient to be identified? *(eg. drivers licence, personal ID)*

Expiry date of this cheque cashing authority request:  *(Maximum term of 5 years)*

Please charge the establishment and any fees, if applicable, associated with this request to our account nominated below:

Name of account

BSB

Account number

SIGNED for and on behalf of *(insert Organisation's name)*

 ACN/ABN:

**Authorised signature (1)**

Date

Print full name

*This signatory is authorised to draw cheques for at least the amount of this cheque cashing authority request.*

**Authorised signature (2)**

Date

Print full name

*This signatory is authorised to draw cheques for at least the amount of this cheque cashing authority request.*

**Note:** We acknowledge that the establishment of this cheque cashing authority request may be delayed if the required particulars are unusual or onerous upon Westpac