

Direct Entry Debit User – Inhouse Pack

NOTE: PLEASE COMPLETE ALL REQUIRED SECTIONS IN **BLOCK LETTERS**. IF ALL REQUIRED FIELDS ON THE FORM ARE NOT COMPLETED, THE REQUEST WILL BE RETURNED WHICH WILL DELAY THE PROCESS.

Direct Entry Debit User Form

To be completed by each Customer wishing to:

- become a Debit User (tick ✓ "New" and complete all asterisked fields and any other applicable field);
- amend current details as a Debit User (tick ✓ "Amend" and complete User ID and amended details); or
- cease to be a Debit User (tick ✓ "Delete" and complete User ID, Full Legal Name & ABN only).

New Facility

Amend Facility

Delete Facility

Before completing the form, Customers should read the sections titled "Privacy Statement" and "Acknowledgements" below.

Customer Details

User ID (existing Direct Entry customers only)

Service No. (existing only)

*Full legal name

*Full business address

Street		
Suburb	State	Postcode

*Mailing address (if different from business address)

Street		
Suburb	State	Postcode

*ABN

*Business fax number

*Business e-mail address

In case the Bank needs to contact the customer in relation to its Direct Entry file processing, please provide the following details:

*Decision maker (e.g. Financial Controller)

*Title	*Name	*Position	*Contact phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Operator (e.g. Payroll/Accounts Officer)

*Title	*Name	*Position	*Contact phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*After hours

*Title	*Name	*Position	*Contact phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Privacy Statement

In order to process this form for a product or service for the organisation of which you are a representative or signatory, or to provide or manage the provision of that product or service, we may collect personal information about you from you or that organisation. We may also use your personal information to comply with legislative or regulatory requirements in any jurisdiction, prevent fraud, crime or other activity that may cause harm in relation to our products or services and help us run our business.

If you do not provide all the information we request, we may need to reject this form or we may no longer be able to provide that product or service.

We may disclose your personal information to other members of the Westpac Group, anyone we engage to do something on our behalf, and other parties that assist us with our business.

We may disclose your personal information to an entity which is located outside Australia. Details of the countries where the overseas recipients are likely to be located are in our privacy policy.

As a provider of financial services, we have obligations to disclose some personal information to government agencies and regulators in Australia, and in some cases offshore. We are not able to ensure that foreign government agencies or regulators will comply with Australian privacy laws, although they may have their own privacy laws. By using our products or services, you consent to these disclosures.

We are required or authorised to collect personal information from you by certain laws. Details of these laws are in our privacy policy.

Our privacy policy is available at westpac.com.au or by calling 132 032. It covers:

- how you can access the personal information we hold about you and ask for it to be corrected;
- how you may complain about a breach of the Australian Privacy Principles or a registered privacy code and how we will deal with your complaint; and
- how we collect, hold, use and disclose your personal information in more detail.

We will update our privacy policy from time to time.

Other acknowledgements and consents

We may confirm the details of the information provided in this form.

Where you have provided information about another individual, you must make them aware of that fact and the contents of the Privacy Statement.

We will use your personal information to contact you or send you information about other products and services offered by the Westpac Group or its preferred suppliers. Please call us on 132 032, call your Client/Customer Manager or visit any of our branches if you do not wish to receive marketing communications from us.

Our reporting obligations

We are required to identify certain US persons in order to meet account information reporting requirements under local and international laws.

If you or (where you are applying on behalf of the organisation) the organisation and/or any office bearer* of the organisation and/or any individual who holds an interest in the organisation of more than 25% (a Controlling Person) are a US citizen or US tax resident, you must telephone 1300 658 194 at the time of completing this form. When you contact us you will be asked to provide additional information about your US tax status and/or the US tax status of the organisation and/or any Controlling Person which will constitute certification of US tax status for the purposes of this form.

Unless you notify us that you or (where you are applying on behalf of the organisation) the organisation and/or any Controlling Person are a US citizen or US tax resident as specified above, by completing this form you certify that you or (where you are applying on behalf of the organisation) the organisation and/or any Controlling Person are not a US citizen or US tax resident.

If at any time after account opening, information in our possession suggests that you, the organisation and/or any Controlling Person may be a US citizen or US tax resident, you may be contacted to provide further information on your US tax status and/or the US tax status of the organisation and/or any Controlling Person. Failure to respond may lead to certain reporting requirements applying to this account.

*Director of a company, partner in a partnership, trustee of a trust, chairman, secretary or treasurer of an association or co-operative.

Definitions in this Privacy Statement

"We", "our", "us", means Westpac Banking Corporation ABN 33 007 457 141. "Westpac Group" means Westpac Banking Corporation and its related bodies corporate, from time to time.

Acknowledgement

The Customer acknowledges that if it has provided information about individuals, such as employees, in this form it will advise them that it has supplied their information to the Bank and make them aware of the information provided in the above Privacy Statement.

Facility Details

Direct Debit Self Balancing

If you require a Mixed Service please complete the other form on the intranet website.

^Means of lodging file with Westpac: (tick ✓ one) Corporate Direct Online Qvalent WIBS
Online Link Banking (WIBS Lite or Standard) Premium

*BSB (settlement & returns account)

*Account number

*BSB (fee account)

*Account number

*The settlement and returns must be linked to the same Westpac account.

Customer Signature

We acknowledge and confirm information provided within this application.

*Signed for and on behalf of

*ABN

*Date

*By Name of representative

*Title (e.g. Director/Secretary)

Signature

* And: Name of Representative

*Title (e.g. Director/Secretary)

Signature

BANK USE ONLY (Mandatory)

I confirm that the applicant's Signatures have been authenticated and are duly authorised. I can confirm the above details are correct. For customers using Corporate Online to transmit Direct Entry files, I have verified that the CIS Key provided belongs to the Organisation in Corporate Online registering for this service

*Prepared by: Westpac Contact Name

WIB Business Banking



*Westpac Contact e-mail address for copy of customer letter

Signature

Date

*Contact phone number

COL Organisation CIS key
(If using Corporate Online to transmit Direct Entry files)

(If the Full Legal Name does not match the COL Organisation Name please complete the Corporate Online Third Party Access Authority Form.)

Sign-Off received under R.A.D arrangement* Yes No

*RAD arrangement is only applicable to WIB GTS Implementation & Onboarding Team.

REMINDER: You are required to complete the Customer Administration Form for all NEW Customers or when you are making an amendment to the Fee Account.

Are you required to complete the Customer Administration Form? Yes No

*If 'YES', please provide your CAF reference number

The applicant has been assessed by credit as being Credit worthy and I consider the applicant suitable to participate in the Direct Debit System.

The below person is confirming that all the information stated on this form is correct.

*Checked/Authorised by

*Signature

*Date

