



PayWay Application Form

Return this form to your Implementation Manager or Transactional Manager

New Facility Amend Facility Delete Facility

Section 1 Client Name and Details

Client Number (Westpac Use Only)

Client Name

ABN/ACN/ARBN

Trading Name

If another entity within your Corporate Group wants to use PayWay they must complete a separate Application Form.

Industry Type (Only for PayWay Payment Card applicants)

Principal Place of Business (please include country) - PO Box not allowed

Address

Email

Mailing Address (if different to trading address)

Phone Number

Fax Number

Mobile

URL

Name of your accounting or financial management software? (optional)

Section 2 Business Structure

Preferred hours of contact

Sole Trader Company Partnership Trust Association

GST Registration:

Fully Taxed Exempt Mixed Supply Not Registered Input Taxed Registered

Section 3 Client Administrator *(This user can create Logons for other users as required)*

By nominating a Client Administrator the Client acknowledges that the Client Administrator will be able to:

- Apply for any PayWay module on behalf of the Client and agree to any terms and conditions applicable;
- Appoint individuals on behalf of the Client to conduct transactions via the PayWay website (such as process refunds);
- Create users on the PayWay website and maintain their authorisations (including reset User passwords); and
- Receive communications on behalf of the Client and instruct the Bank on changes to your PayWay modules from time to time.

Preferred Login Name (At least six characters)

Full Name

Email

Phone Number

Fax Number

Mobile

Section 4 PayWay Modules

Tick one or more Product Modules that you wish to apply for. Please read the PayWay Terms and Conditions and Fees and Charges Sheet before you apply for a Product Module.

Product Module	Functionality	Payment Method
<input type="checkbox"/> PayWay Virtual Terminal		Credit Card
<input type="checkbox"/> PayWay API	<input type="checkbox"/> Fraud Guard*	Credit Card
<input type="checkbox"/> PayWay Batch		Credit Card
<input type="checkbox"/> PayWay Additional Transaction Reporting		<input type="checkbox"/> BPAY® <input type="checkbox"/> Westpac Branch Payments <input type="checkbox"/> Remittance Processing Service
<input type="checkbox"/> PayWay Recurring Billing and Customer Vault		<input type="checkbox"/> Credit Card <input type="checkbox"/> Bank Account Direct Debit
<input type="checkbox"/> PayWay Phone <input type="checkbox"/> Use your own 13 or 1800 telephone number	If you would like customers to use your own 13 or 1800 telephone number, nominate telephone number: <input type="text"/>	Credit Card
<input type="checkbox"/> PayWay Net	<input type="checkbox"/> Fraud Guard* <input type="checkbox"/> 3D Secure*	<input type="checkbox"/> Credit Card <input type="checkbox"/> PayPal
<input type="checkbox"/> PayWay Payment Cards		<input type="checkbox"/> BPAY**
<input type="checkbox"/> PayWay Match	Virtual Account	Direct Credit
<input type="checkbox"/> PayWay Connect		

* Further fees and charges, terms and conditions apply. Full details are available on request.

* Registered to BPAY Pty Ltd ABN 69 079 137 518.

** Please read the PayWay Payment Card BPAY Sub-biller Agreement and Operations Manual for further terms and conditions.

Section 5 PayWay Settlement and Billing Accounts

Settlement Account

For all PayWay modules, except for BPAY, and Recurring Billing and Customer Vault bank account transactions, funds will be automatically settled to the account nominated by the Client in its merchant services facility application form or such other account agreed to by us ("merchant settlement account").

For BPAY, and Recurring Billing and Customer Vault bank account transactions, please nominate an eligible account in the Client's name for the purpose of processing the settlement of funds to it. If you wish to nominate a Westpac account in a third party's name, please complete section 13.

Name of Account

BSB

Account Number

Note: If you have chosen PayWay as part of a strata solution, funds will automatically be settled to the strata plan account based on the customer reference number nominated by the payee (of the PayWay payment).

Billing Account

For the purpose of processing the fees and charges set out in the PayWay Fees and Charges Sheet please nominate a Westpac account held in the Client's name.

Note: This schedule may be left blank if fees and charges are to be debited to the Settlement Account.

Name of Account

BSB

Account Number

Please bill PayWay transaction fees and charges to the account based on the customer reference number nominated by the payee (of the PayWay payment).*

* This option is only available to customers who have chosen PayWay as part of a strata solution.

Section 6 Surcharging

PayWay has the ability to apply a surcharge to credit card and/or bank account transactions.

Would you like to deposit surcharges to a different account? Yes No

Note: Not available for Amex, Diners Club cards, BPAY or customers using a same-day Direct Entry User ID

If you have selected yes, please nominate where you would like the surcharge funds to be deposited:

If you have appointed a Client Administrator, they can change this at any time.

Note: If your above Settlement Account is a Statutory Trust Account you must nominate a different Settlement Account below for the surcharge funds to be deposited.

Please nominate a Westpac account held in the Client's name.

Name of Account

BSB

Account Number

Section 7 Westpac Merchant ID

Attach completed Merchant Application Form(s) to this document if you wish to process credit card transactions. Amex and Diners Club are linked by the Client Administrator using the PayWay website.

Note: If you have chosen PayWay as part of a strata solution, funds will automatically be settled to the strata plan account based on the customer reference number nominated by the payee (of the PayWay payment).

Section 8 Direct Debit User ID

Only applicable if the module PayWay Recurring Billing and Customer Vault is selected.

Please select one of the following:

- Use PayWay 3 Day Direct Entry User ID (recommended).
- Apply for a Same Day Direct Entry User ID (additional Direct Entry fees apply). Attach completed Direct Entry User ID application form for a MIXED service.

Section 9 Electronic Communication

In relation to the chosen PayWay product modules Westpac would like to give you notices and other documents by:

- Electronic communication to your electronic (email) address nominated when you applied for your PayWay facility or such other address as notified by you to us from time to time; or
- Making the information available at our PayWay website for retrieval by you and notifying you by electronic communication to your nominated electronic address.

By ticking this box you authorise us to provide by electronic communication (for example, by email to your email address last notified) any information about any PayWay product or your PayWay facility generally, including the PayWay Terms and Conditions. You agree that such information may be made available to you either online or sent by email, to your nominated email address. We must provide the information in a format in which you can readily retrieve and retain it (for example, by printing or saving it). You acknowledge that:

- you will not receive the information in any other way unless you specifically request it; and
- if you change your email address, you must promptly notify us of your new email address.

Section 10 Privacy Statement

Personal information

We collect personal information from you to process your application, provide you with your product or service, and manage your product or service. We may also use your 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. We may also use your information to tell you about products or services we think may interest you.

If you do not provide all the information we request, we may need to reject your application or we may no longer be able to provide a product or service to you.

We may disclose your personal information to other members of the Westpac Group, anyone we engage to do something on our behalf, rewards program administrators and other organisations 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;
- how we collect, hold, use and disclose your personal information in more detail.

We will update our privacy policy from time to time.

Information on products and services

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 or visit any of our branches if you do not wish to receive marketing communications from us.

Other acknowledgments and consents

We may confirm the details of the information provided in this application which includes contacting your employer to confirm salary, address or other personal details.

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

This application form is not an offer or acceptance of credit.

Definitions

“We”, “our”, “us” means Westpac Banking Corporation ABN 33 007 457 141. “Westpac Group” means Westpac Banking Corporation and its related bodies corporate.

Section 11 Declaration

By signing below, the Client:

- agrees to:
 - the PayWay Terms and Conditions and PayWay Fees and Charges Sheet;
 - where applicable, the Merchant Business Solutions Card Acceptance by Business Terms and Conditions (as varied from time to time), Merchant Operating Guide and Your Guide to the Payment Card Industry Data Security Standards;
 - where applicable, the PayWay Payment Card BPAY Sub-Biller Agreement;
 - where applicable, the BPAY Biller Agreement Terms and Conditions and the BPAY Biller Operations Manual – BPAY Payments; and
- if you are a strata manager:
 - you undertake and agree to:
 - comply with the terms of your appointment and your duties as manager of the relevant strata plan, which you have been appointed to act as strata manager;
 - carry out all transactions in accordance with the PayWay Terms and Conditions exclusively for the management of the strata plan(s) for which you are appointed to act as strata manager; and
 - you represent and warrant that you are properly appointed as the manager of the strata plan(s) and such appointment has not been revoked. You acknowledge that we may ask you to provide, and you agree to provide, a certified copy of your appointment documents at any time.
- declares that the information in this application is true and correct and is entitled to establish and operate PayWay and appoint the Client Administrator in the name and manner set out in this Application.

Signed for and on behalf of (insert name of Client)

Signature

Name in full

Title (e.g. Director)

Date

Signature

Name in full

Title (e.g. Director)

Date

Section 12 Third Party Account Access Authority

Please complete this section if you wish to nominate a Westpac account which is not in the name of the Client as the Settlement Account.

This authority will authorise the Client (whose details appear on page 1) to access the account listed below via PayWay or such other access means as considered appropriate by Westpac.

Name of Account	BSB	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Holder (*Name of the owner of the account granting access via this Authority*)

Account Holder's declaration and authority

It is mandatory for two authorised officers of the Account Holder to complete this section.

You (the Account Holder) agree/declare that:

- a. Westpac Banking Corporation ("Westpac") is authorised to act upon all instructions and requests to effect transactions, and make disclosure to the Client (whose details appear on page 1) on your Account nominated above through PayWay;
- b. This Authority is in addition to and not in substitution to any other notice provided to Westpac concerning the operations on any Account held by you. Amendments to other authorities that you may have with Westpac now or in the future shall not affect this Authority which is to continue in full force and effect until Westpac receives a written notice of cancellation of this Authority;
- c. Westpac is authorised to treat any transaction, effected through PayWay by the Client, on your Account listed in this Authority, as a transaction that is to be undertaken with your authority without Westpac being required to verify your authority in any case;
- d. Westpac is not required to check the accuracy of any instructions, requests or notifications received or sent through PayWay, on your Accounts and that any liability in connection with the operation of the Accounts is joint and several;
- e. You release Westpac from all suits, proceedings, claims costs and demands that may be made, brought or incurred by or against Westpac arising from any unauthorised or incorrect instructions or requests to effect transactions via PayWay on your Accounts;
- f. You are not prevented by law (including the *Corporations Act 2001* (Cth)) from agreeing with this Authority or any transactions contemplated by it; and
- g. Authority has been duly given by resolution passed at a legally constituted meeting of your Directors for the Client on your behalf to appoint the Administrator and Users as operators of the Account listed above.

Signed for and on behalf of (*insert name of Account Holder*)

Signature

Name in full

Title (e.g. Director)

Date

Signature

Name in full

Title (e.g. Director)

Date

Westpac Use Only

Client Number *(This number will be allocated by PayWay)*

Confirm settlement account for Recurring Billing via Direct Debit is eligible

Does the customer have a Reliability X Status on their Account?

Yes ➤ Please contact Product for approval (recteam@westpac.com.au)

No ➤ Please proceed

Signature verified and approved by:

Name

Position

Signature

Date