



Date

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PayID Maintenance for an Organisation – Westpac Institutional Bank.

Section A Customer details.

Customer name (provide the full name of business proprietors or organisation (company, partnerships, society, club or association))

Customer number

ABN/ACN/ARBN (if applicable)

Authorised customer contact.

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

Given name/Middle name(s)

Surname

Business address (No PO Boxes)

State

Postcode

Phone number

Fax number

Email address

Your new PayID details (including your name) will be sent to the PayID addressing service (a third party) so the service can update the details they hold for you. Unless you close or lock your PayID, your PayID details will continue to be made available to parties who also use the service.

Section B What maintenance function do you want to perform?

Update linked account (Westpac accounts only) ➔ Go to **Section C**

Close/Transfer/Lock/Unlock PayID ➔ Go to **Section D**

Section C Change the account for the PayID listed below.

PayID Types:

- ABN/ACN/ARBN - this can be an ABN, ACN or ARBN
- Organisation ID - an identifier that is representative of your company, trading name, associated product or campaign. You can also include the geographic location of the business (e.g. suburb and state)

Please Note:

- Once the linked account of a PayID is updated, all subsequent payments to the PayID will be directed to the new account.
- A PayID can only be linked to one account. An account can be linked to multiple PayIDs.

PayID type (ABN/ACN/ARBN or Organisation ID)	PayID value	Existing account BSB	Existing account number	Existing account name	New account BSB	New account number	New account name
EXAMPLE: ABN/ACN/ARBN	67096902813	034000	123456	ABCD Corporation	034000	345678	ABCD Corporation
EXAMPLE: Organisation ID	ABCD Corporation Millers Point NSW	034000	123456	ABCD Corporation	034000	345678	ABCD Corporation

Section D Change the status of the PayID listed below.**Please Note:****Closing a PayID.**

- Once a PayID is closed, you will no longer be able to receive payments using the selected PayID.
- Closed PayIDs may be recreated in the future using the original PayID details.

Transferring a PayID to another financial institution.

- Once we initiate a transfer of your PayID, the PayID will be available for creation with another financial institution over the next 14 days.
- Transferring the PayID is a two-step process. Until the PayID is created with another institution, you will continue to be able to use the PayID to receive payments to your Westpac account.
- If the PayID is not created with another institution within 14 days, the transfer request will expire and the PayID will return to its previous state.

Locking or unlocking a PayID.

- Once the selected PayID is locked, the PayID will no longer be able to receive payments.
- Once the selected PayID is unlocked, the PayID will once again be able to receive payments.

PayID type (ABN/ACN/ARBN or Organisation ID)	PayID value	BSB	Account number	Account name	Maintenance function (Close/Transfer/ Lock/Unlock)
EXAMPLE: ABN/ACN/ARBN	67096902813	034000	123456	ABCD Corporation	Close
EXAMPLE: Organisation ID	ABCD Corporation Millers Point NSW	034000	123456	ABCD Corporation	Transfer

Section E Privacy notice.

We collect your personal information (“PI”):

- to process your request;
- to comply with legal requirements, including anti-money laundering laws; and
- for our related administrative purposes.

If you do not give us all the PI we require, we may not be able to process your request. We may disclose your PI:

- to other institutions for the purposes of carrying out this request;
- if you consent to such disclosure, or where the law requires or permits us to do so.

Subject to some exceptions allowed by law you may request access to, or correction of, your PI. To make such a request or to find information about how to make a privacy enquiry or complaint please call us on 13 13 76, go to westpac.com.au/privacy or visit one of our branches.

If you have provided PI about another individual, please ensure that the individual has been made aware of that fact and the contents of this Privacy Notice.

Section F Execution.

I/We have read and agree to Westpac’s PayID Terms and Conditions and by signing below I/we authorise the request on this form.

This application form is signed for and on behalf of (name of organisation).

By (Signature)

Given name

Surname

Official designation

By (Signature)

Given name

Surname

Official designation

Note: If the signatories for the existing account are unable to authorise this request for the new account, the signatories for the new account will also be required to sign this form.

By (Signature)

Given name

Surname

Official designation

By (Signature)

Given name

Surname

Official designation

Note: Execute using the following section where signing under a power of attorney.

Signed for (name of organisation)

By its attorney(s) under the authority of a power of attorney dated

Sign here

Sign here

I have no notice of the revocation of the power of attorney

Given name

Surname

I have no notice of the revocation of the power of attorney

Given name

Surname

Note:

- Westpac reserves the right to call for further evidence of authority to sign, including by requesting a copy of the power of attorney where signing is via this method.
- It is an offence under the Anti-Money Laundering and Counter-Terrorism Act 2006 to give false or misleading information or documents.

Section G Bank use only.

Request actioned by

Name

Title

Signature

Date

Section H Where to send this form?

Please return the signed form to your Westpac Representative.