



Commercial Cards - Card Cancellation Request

Complete this form to cancel a Commercial Card Product.

Organisation name

Facility Number

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Section 1 – Cancel Individual Cards

List below the cards that you would like cancelled. Please provide a BSB and Account number for any remaining credit balance to be transferred to.

If there is a debit balance on the card a direct debit will be completed at the end of the statement cycle. Please cancel any existing standing authorities on the card(s).

Have all cards listed below been collected from the cardholder and destroyed? ☐ Yes ☐ No

If **'NO'** ➤ please collect all cards listed below and destroy prior to sending this request.

[illegible]

Section 2 – Authorisation

This form must be signed in accordance with the current authorisation held by Westpac. Westpac will not act on these instructions unless the signatories are authorised to do so under the current authorisation held by the Bank. This form is to be signed by

- **Company:** Two Directors or a Director and Company Secretary
- **Trust:** Trustee - if a Company (see above) or by an Individual Trustee
- **Association:** in accordance with Minutes of Meetings or other authority
- **Partnership:** Two Partners or other authority

OR

Authorised Signatory(ies)

To be signed in accordance with the instructions provided by the Organisation at establishment of the facility

Signatory 1

Name

Position/Title

Signature

Date

Signatory 2

Name

Position/Title

Signature

Date

If this form is signed by Authorised Signatory(ies) please email commercialcards@westpac.com.au

Alternatively please return the signed form to your Westpac representative

Westpac Use Only

Load to CCU

The Westpac representative is to verify signatures and check that the form has been signed in terms of the authority held if signed by Director/Secretary.

Westpac Representative Name

Signature

Phone

Salary Number

Date