



# Commercial Card – Cardholder Maintenance Form

Complete this form each time you want to transfer a credit balance, transfer funds incorrectly credited to a card, transfer a card to another reporting level or reissue a card for a Commercial Card Product.

Organisation Name

Facility Number

Cardholder Name

Card Number

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## Section 1 – Transfer of Credit Balance.

If a card has been cancelled and the card has a remaining credit balance, complete the details below to transfer the remaining balance to a nominated account.

Account Name

BSB

Account Number

## Section 2 – Transfer Funds incorrectly Credited to a Card.

If funds have been credited to a card in error, complete the details below to transfer the funds to a nominated card number or BSB and Account Number.

Date of Credit

	/		/	
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Amount

\$																			
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Where are the funds to be transferred to?

16 Digit Card Number	Cardholder Name																				
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<b>OR</b>																					
Account Name	BSB	Account Number																			
<input type="text"/>	<input type="text"/>	<input type="text"/>																			

## Section 3 – Transfer Card to Another Reporting Level.

Please complete this section if you would like to transfer an existing card to a different reporting level within the facility.

New Reporting Level Name and or Number

## Section 4 – Reissue Card.

Is the card being reissued due to a name change? ☐ Yes ☐ No

If 'YES' original documentation of the name change must be provided to a Westpac branch prior to requesting the reissue of the card.

**Note:** • If the card is being sent to the Company it will be sent to the nominated business address.

BSB/Branch Name or Company Address

Section 5 – 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.

Cardholder Name	Card Number	Account Name, BSB and Account Number for Credit Balance
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## Section 6 – 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 [gtscards@westpac.com.au](mailto:gtscards@westpac.com.au)  
Alternatively please return the signed form to your Westpac representative

## Westpac Use Only (Load to CCU).

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

Westpac Representative Name

Signature

Phone

Salary Number

Date