



Commercial Card – Facility Closure Form.

Complete this form to close a Corporate, Purchasing or Virtual Card Purchasing Facility.

Section 1 – Organisation Details.

Organisation Name

Facility Number

Section 2 – Details.

Please close the above commercial card facility detailed above along with all associated cards.

We confirm that all relevant credit cards linked to the facility have been collected and destroyed.

Important note: Please ensure that any payment arrangements and direct debits on existing cards are cancelled or rearranged on an alternative card by the cardholder, as these will still be charged on closed cards. If there is a charge to a credit card after the facility has been closed a statement will be sent to you. You must ensure that you check statements received after closure of your Commercial Card Facility to validate all transactions with cardholders. If any transaction does not appear to be valid, the Cardholder or Account Holder will need to contact Westpac Fraud team to investigate.

Section 3 - 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 under the current authorisation held by Westpac. This form should be signed by:

- **Company:** Two Directors or a Director and Company Secretary
- **Trust:** Trustee – if a Company or by an Individual Trustee
- **Association:** In accordance with Minutes of Meeting or other authority
- **Partnership:** Two Partners or other authority

Signatory 1

Name

Position/Title

Signature

Date

Signatory 2

Name

Position/Title

Signature

Date

Please return signed form to your Westpac Representative.

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Westpac Use Only - please tick and complete all boxes, sign and submit to commercialcards@westpac.com.au upon completion.

Westpac representative to verify signatures and that the form has been signed in terms of authority held.

Is there Billing associated with this facility? (ORMB) (Mandatory)

No - submit signed and completed form to Commercial Cards Team.

Yes - arrange with Billing Operations team billingoperations@westpac.com.au to cancel billing.

Westpac Representative Name

Salary Number

Organisation CIS key (Mandatory)

Westpac Representative Contact Number

Signature

Date