

Name:

Address 1:

Address 2:

(Name of crediting organisation & department)

(Crediting organisation address)

(Crediting organisation address)

(Current Date)

Dear Sir/Madam

**Change of direct credit information for**

*[Insert your name and customer reference/policy number above]*

I/We have changed the financial institution account into which my/our direct credits are paid to. With immediate effect, please amend your records to make sure all future payments are credited to my/our new account.

**My/Our current account details**

Financial institution:

(Name of current financial institution)

Account name:

BSB:

(XXX-XXX)

Account number:

(XXXXXXXXXX)

**My/Our new account details**

Financial institution:

(Name of current financial institution)

Account name:

BSB:

(XXX-XXX)

Account number:

(XXXXXXXXXX)

I/We confirm that I/we am/are authorised to operate the account represented by the BSB and Account number shown immediately above (My/Our new account details).

If you have any questions, please contact me on

Thankyou for your assistance

Yours sincerely

.....  
Name:

.....  
Name: