

Name:

Address 1:

Address 2:

(Name of debiting organisation & department)

(Debiting organisation address)

(Debiting organisation address)

(Current date)

Dear Sir/Madam

Change of direct debit information for

[insert your name and customer reference/policy number]

I/We have changed the financial institution account into which my/our direct debits are deducted. With immediate effect, please amend your records to make sure all future payments are deducted from 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: