

notice of variation of account details

For recurring payments only

To: _____ (sponsor/user institution)

From: Qudos Bank, Transactional Services

▶ Prompt action required

The attached Notice of Variation of Account Details authorises Qudos Bank to notify Debit Users and Credit Users of changed account details on the Customer's behalf.

Qudos Bank must send each Debit User and Credit User, through its Sponsor or User FI (as the case may be), a copy of the signed Notice, together with the particular Schedule relevant to that User.

Debit Users and Credit Users are required to verify (by signature comparison or other means) that the form has been properly authorised by the Customer before making any changes to the Customer's Direct Debit or Direct Credit arrangements.

Debit Users and Credit Users must action this request promptly and contact the Customer if there is any doubt as to the Customer's authorisation.

The Customer's instruction takes effect from the date of receipt by the User, subject to the expiry of any notice period which may apply to amendments to the terms of the Customer's arrangement with the User.

▶ Confidential communication

This form is confidential and intended only for the use of the addressee. If you have received this communication in error, please notify the financial institution from which you have received it, at the telephone number given, to arrange disposal. Unauthorised use of the information in this message may result in legal proceedings against the user.

I/We have switched financial institutions and as a result my account details, for the purposes of Direct Debits and Direct Credits, have changed.

I/We authorise Qudos Bank to notify each Debit User and Credit User listed in the attached schedules, through its Sponsor or User FI, as the case may be, of my changed account details on my behalf.

I/We acknowledge that provision of this Notice, together with the relevant Schedule attached, to each such Debit User or Credit User will change the account details set out in my direct debit arrangements and direct credit arrangements with them. The other terms of my original Direct Debit Request and Direct Credit arrangements are not affected.

I/We instruct each such Debit User and Credit User, **with immediate effect**, to use the new account details provided below for my Direct Debits/Direct Credits.

I/We are responsible to ensure that the direct debit and direct credit details provided have been checked and are correct.

➤ My old account details

Account name: _____

BSB: _____ Account number: _____

Name of Financial Institution: _____

I/We are responsible to ensure that the direct debit and direct credit details provided have been checked and are correct.

➤ My new account details

Account name: _____

BSB: _____ Account number: _____

Name of Financial Institution: Qudos Bank

➤ Signature of customer(s) (primary and joint account owners)

I/We confirm that I am authorised to operate the account represented by the BSB and Account Number shown immediately above (my New Account Details).

Name: _____

Signed: _____ Date: ____ / ____ / ____

Name: _____

Signed: _____ Date: ____ / ____ / ____

Email address: _____ Contact phone number: _____

➤ Note to customers

Check the information on the form is correct

Ensure you have identified the payment(s) you want switched by marking it clearly on the transaction listing provided and attach this to the Notice of Variation Form.

To avoid delays check that all authorised signers to the account have signed the form.

Email to accounts@qudosbank.com.au or mail to **Qudos Bank Locked Bag 5020, Mascot NSW 1460 Australia.**

Office use only

To Sponsor/User Institution: _____ (User FI Name)

Date: ____ / ____ / ____

1300 747 747 | qudosbank.com.au

Qudos Mutual Limited trading as Qudos Bank

ABN 53 087 650 557 | AFSL/Australian Credit Licence 238 305 | BSB 704 865