COMPANY NAME

*UPDATED ACCOUNT DETAILS NOTIFICATION – DIRECT CREDIT AND DEBIT ARRANGEMENTS*

Dear Sir/Madam,

Please be advised that my account details for the purposes of Direct Debits and Direct Credits have changed. Please accept this instruction with immediate effect to use the new account details provided below for my/our Direct Debits and Direct Credits.

My/Our old Account details are:

Bank Name: …………………………………………………….

BSB Number: …………………………………………………….

Account Number: …………………………………………………….

Account Name: …………………………………………………….

My/Our new Account details are:

Bank Name: …………………………………………………….

BSB Number: …………………………………………………….

Account Number: …………………………………………………….

Account Name: …………………………………………………….

We request you act upon this instruction immediately and should you have any queries please do not hesitate to contact me directly on phone number

Many thanks for your help.

Yours sincerely,

…………………………………………..