



Authority for Automatic Payments

Not to operate as an assignment or an agreement.

Tip: If you need help filling out this form, there's a guide on the back.

To the Manager

Westpac Your branch NAME

Please tick one and complete ALL sections

☐ New automatic payment

OR

☐ Change an existing automatic payment. The current amount being paid is \$ _____

A. Pay from

Pay from NAME

Pay from

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BANK

BRANCH

ACCOUNT

SUFFIX

Details to appear on my/our bank statement

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PARTICULARS

CODE

REFERENCE

B. Payment details

Regular payment amount \$ _____

First variable payment amount if different from regular amount \$ _____ (if required)

OR

Last variable payment amount if different from regular amount \$ _____ (if required)

Frequency (please tick one)

☐ Weekly ☐ Fortnightly ☐ Monthly ☐ 4-weekly ☐ Quarterly ☐ Annually

First payment date DD / MM / YYYY

Last payment date DD / MM / YYYY

OR

☐ Until further notice (please tick)

C. Pay to

Pay to NAME

Pay to

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BANK

BRANCH

ACCOUNT

SUFFIX

Details to appear on their bank statement

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PARTICULARS

CODE

REFERENCE

D. Authorisation

1. Please make this automatic payment as detailed by debiting my/our account.

2. I/We understand and accept that the **Bank accepts this authority only on the conditions overleaf.**

Customer's signature

Contact phone number

Customer's name

Date DD / MM / YYYY

Customer's signature

Contact phone number

Customer's name

Date DD / MM / YYYY

Westpac use only


Date received DD / MM / YYYY

Received by

E. Conditions

- the Bank will use reasonable care and skill to give effect to the directions given to it in this authority
- where the directions given in this authority have been given by me/us for the purpose of a business, the Bank accepts those directions without any responsibility or liability for any refusal or omission to make all or any of the payments or for late payment or for any omission to follow such directions
- the Bank accepts no responsibility or liability for the accuracy of the information contained in the payment information fields on this authority
- I/we will advise the Bank immediately of any information shown on bank statements which is incorrect
- this authority is subject to any arrangement existing now or in the future between myself/ourselves and the Bank in relation to my/our account
- the Bank in its absolute discretion conclusively determine the order of priority of payment by it of any monies pursuant to this or any other Authority properly signed by me/us and given to the Bank.
- the Bank may in its absolute discretion refuse to make any one or more payments in accordance with this authority where there are insufficient funds available in my/our account
- this authority may be terminated or reduced by the Bank or the payee without notice to me/us in respect of the payments detailed over
- this authority will remain in force for all payments made in good faith notwithstanding my/our death or bankruptcy or any other revocation of this authority until notice or my/our death or bankruptcy or other revocation is received by the Bank
- all current Bank and Government charges for this service in force from time to time are to be debited to my/our account.

How to complete this form.



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To the Manager
 Westpac Your branch **BRITOMART**
 Please tick one and complete ALL sections
☒ New automatic payment
 OR
☐ Change an existing automatic payment. The current amount being paid is \$

A. Pay from
 Pay from NAME
 Pay from **01 0120 0987654 001**
 Details to appear on my/our bank statement
J SMITH RENT

B. Payment details
 Regular payment amount \$ **120.00**
 First variable payment amount if different from regular amount \$ **240.00** (if required)
 OR
 Last variable payment amount if different from regular amount \$ (if required)
 Frequency (please tick one)
☒ Weekly ☐ Fortnightly ☐ Monthly ☐ 4-weekly ☐ Quarterly ☐ Annually
 First payment date DD / MM / YYYY
 Last payment date DD / MM / YYYY
 OR
☒ Until further notice (please tick)

C. Pay to
 Pay to **JOHN SMITH**
 Pay to **03 0326 0765432 001**
 Details to appear on their bank statement
O SIMONS TORBAY

D. Authorisation
 1. Please make this automatic payment as detailed by debiting my/our account.
 2. I/We understand and accept that the Bank accepts this authority only on the conditions overleaf.
 Customer's signature  Contact phone number **021 123 4567**
 Customer's name Date **28/05/2020**
 Customer's signature Contact phone number
 Customer's name Date DD / MM / YYYY
 Westpac use only Date received DD / MM / YYYY Received by

- 1 If you need to change any details to an existing payment, tick here and then complete the rest of the form.
- 2 This is the name and account number of the account you'd like the payment to come out of.
- 3 This information will tell you where the payment went to, when you receive your statement.
- 4 If you've been told the first or last payment is different to your regular payment amount, put these amounts here, but you can only have a variable first or last payment amount, not both.
- 5 This tells us how often you want us to make the payment, it could be weekly, fortnightly, monthly, 4-weekly, 6-monthly, quarterly or annually.
- 6 This is the date you want the first payment made/changed.
- 7 If you've been told the final date the payment is to be made, put this here.
- 8 Tick here if you want the payment to keep going out until you let us know to cancel it or if you haven't been given an end date.
- 9 Tell us the name of the person who will be receiving the payment and what their account number is.
- 10 This will tell the person receiving the money where the money came from. Some companies need you to include a code or reference. Check with them on their requirements.
- 11 Remember to sign this form, print your name below your signature, and if you can give us a phone number we'll be able to call you if we have any questions.