

CHANGE OF DIRECT DEBIT LETTER TEMPLATE

<<Applicant Full Name>>
<< Applicant Address>>
<< Applicant Address>>
<< Applicant Address>>

<<Company Contact Name>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Company Address>>

<<Date of letter>>

Change of Direct Debit bank account information for <<Applicant Full Name>> and <<Applicant 2 Name if joint account>>, Customer Reference Number: <<Customer Reference Number>>

Dear <<Company Contact Name>>

Please be advised that the bank account details have changed for the direct debit arrangement I have with you. The old and new account details are below; please update your records accordingly.

Old bank account details:

Bank Name: <<Old Bank Name>>
Account Name: <<Old Account Name>>
Account Number: <<Old Account Number>>
BSB: <<Old Bank BSB>>

New bank account details:

Bank Name: **Central Murray Credit Union Limited**
Account Name: <<CMCU Account Name>>
Account Number: <<CMCU Account Number>>
BSB: **803-188**

I authorise you to debit the new CMCU account with immediate effect and wish to cancel your current authority to debit the old account. If you require any further details or have any queries, please contact me on: <<Telephone Number>>.

Many thanks for your help.

Yours sincerely,

<<Applicant Name>>

<<Applicant 2 Name if joint account>>