

Dear Sir/Madam,

**Change of direct debit information for**

I/We have changed the financial institution account from 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:

Account name:

BSB:

Account number:

**My/Our new account details**

Financial institution:

Account name:

BSB:

Account number:

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 [insert phone number].

Thank you for your assistance

Yours sincerely