

Pay Super Change of Details Form

Complete this form and when you're done, scan and email to paysuper@myob.com



This form includes everything you need to:

- Change your super payment limit
- Add, remove or change details for Authorisers
- Change the number of Authorisers required to release a super payment
- Change the bank account you want us to direct debit for your super payments

Note that Section 1 and Section 5 are mandatory, so make sure you complete them in addition to the sections that are relevant to you.

Section 1 Customer details [MANDATORY]

Your MYOB product serial number

(You'll find this under the setup menu on the tool bar and scroll down to click on the company information of your product)

Trading name ("the Customer")

Company File ID* (In AccountRight, you'll find this in the Help menu under "About MYOB AccountRight".)

Section 2 Change payment limit

Nominate your new payment limit.

Amount Per Period (Select preferred option) Monthly Quarterly

Section 3 Change Authorisers

*Before you fill in the details below, most of these changes can be done using the self-service portal by logging into <https://my.myob.com.au> (my.MYOB)

- To add an authoriser, the person must first be given access to the relevant company file as an AR administrator or AR file user.

(This can be done from your MYOB file or using [my.MYOB](#))

- To amend or change an existing authorisers email address.

(This can be done via a self-service portal using [my.MYOB](#) and can be found under the MY Account menu and in the My Details section)

- To change the mobile number of an existing authoriser, update the mobile number using [my.MYOB](#).

(This can be found under the MY Account menu and in the My Details section) Once you have done this, complete the details below and send back to us.

(Tick one) Amend Delete Add

(Tick one) Amend Delete Add

Authoriser Name

Authoriser Name

Mobile Number

Mobile Number

(We will send payment verification codes to this number)

(We will send payment verification codes to this number)

Email Address

Email Address

How many Authorisers do you require to authorise each super payment?

(If you select two, two Authorisers will be required to authorise and release each payment)

(Tick one) 1 2

(Please turn over for sections 4 and 5)

Section 4 Change bank account and direct debit request

Nominate the bank account you would like us to direct debit for your super contributions. Unsure if your account can accept direct debit transactions? Check with your bank. You'll need to **provide a screenshot of your online bank statement, or a copy of the relevant bank statement** so we can verify your bank account. The screenshot must include the name of the bank account, along with the BSB and account numbers.

What you need to do to take a screenshot:

1. make sure all relevant details are on the screen;
2. hold down the "Ctrl" and "Alt" buttons, then press "PrtScn";
3. press "Ctrl + V" to paste the screenshot into an email; and
4. email us the screenshot at the same time that you send us the scanned, completed form

Account name

BSB Account Number

This request allows MYOB to debit from the nominated bank account for super contributions you make using the MYOB Pay Superannuation service.

I/we authorise MYOB Australia Pty Ltd ABN 13 086 760 198 (User ID 609820 / 270652 / 405350) to debit the account(s) nominated above via the Bulk Electronic Clearing System in relation to my/our use of MYOB Pay Superannuation. I/we acknowledge having read and understood the terms and conditions governing the debit arrangements as set out in section 4 of the MYOB Pay Superannuation Product Disclosure Statement.

Authorised signature

Authorised signature

Name

Name

Date (dd/mm/yy)

Date (dd/mm/yy)

Section 5 Declaration and disclosure consent [MANDATORY]

If the Customer is a company, the declaration below must be signed by 2 ongoing directors of the company. If the Customer is not a company, the declaration must be signed by the principals.

The person/s signing below declare that:

- they are authorised to make the change request set out in this change of business details form ("Change Request") and enter into this declaration on behalf of the Customer;
- the Customer is permitted by law and its constituent documents to make this Change Request;
- the information in this Change Request is true and is not by content or omission misleading or deceptive; and
- the person(s) listed in the Authoriser information section or subsequently substituted ("Authorisers") are signatories for all bank accounts nominated for use with MYOB Pay Super, and can authorise payment instructions from these bank accounts.

The person/s signing below acknowledge and agree that:

- the Authorisers shall operate for and on behalf of the Customer and legally bind the Customer in the use of MYOB Pay Super;
- they will advise MYOB immediately if they become aware of any change in circumstances or matter which materially affects the information provided in the Customer's original MYOB Pay Super application, any previous Change Requests, or this Change Request;
- for purposes related to MYOB PaySuper, MYOB may collect and disclose from and to third parties (such as financial institutions and other parties with whom MYOB has contracts in relation to MYOB Pay Super), the information provided in this Change Request (including the Customer's TFN, if applicable).

Signature, Principal Director 1

Signature, Principal Director 2

Name

Name

Date (dd/mm/yy)

Date (dd/mm/yy)