

# Pay Super Change of Details Form



Use this form to update your Pay Super details when you can't do it online.  
You can change your:

- payment limit (complete sections 1, 2 and 5)
- user and authorisation details (complete sections 1, 3, and 5)
- bank account details (complete sections 1, 4 and 5)

## Section 1 Customer details [MANDATORY]

Your MYOB product serial number (go to the Setup menu > Company Information window)

Trading name ("the Customer")

Company File ID (go to the Help menu > About MYOB AccountRight)

## Section 2 Change your payment limit and/or frequency

Enter the maximum amount that you allow to be deducted from your account in any month, or over a quarter.

For example, if you choose a \$5,000 monthly limit, you can make as many super payments as you like during the month, but the total of those payments can't be more than \$5,000.

Amount \$  Per Period (tick one)  Calendar month  Calendar quarter (eg Jan-Mar)

## Section 3 Change Pay Super user details

**Note:** Only complete this section if there are no Pay Super Administrators in your business, or to notify us of new authoriser/administrator mobile numbers. Pay Super Administrators can add users and change roles from AccountRight (Pay Superannuation window > Pay Super Settings).

Each user can change their name or email address using [my.MYOB](http://my.MYOB). See [help.myob.com.au/paysuper/update](http://help.myob.com.au/paysuper/update).

**About roles:** Everyone who uses Pay Super needs to be assigned a role. There are three available roles:

- **Creator:** Can view and record super payments but can't authorise them.
- **Authoriser:** Can view, record and authorise super payments.
- **Pay Super Administrator:** Can view, record and authorise super payments, and change Pay Super details online.

### USER 1

I want to (tick one)

Add a user\*  Amend this user  Delete this user

This user's role is (tick one)

Creator  Authoriser  Pay Super Administrator

Name

Mobile Number   
(We will send payment verification codes to this number)

Email Address

### USER 2

I want to (tick one)

Add a user\*  Amend this user  Delete this user

This user's role is (tick one)

Creator  Authoriser  Pay Super Administrator

Name

Mobile Number   
(We will send payment verification codes to this number)

Email Address

### Number of authorisations required

How many users need to authorise each super payment? (tick one)  1  2

**\*Note:** If you're adding a Pay Super user, they need to have accepted an invitation to work on your file before you return this form.  
See [help.myob.com.au/paysuper/update](http://help.myob.com.au/paysuper/update).

(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.

**You need to provide a copy of your bank statement** or a screenshot of your online bank statement, so we can verify your bank account. The screenshot must include the name of the bank account, and the BSB and account number.

**Tip:** To take a screenshot, press the Alt + Print Screen (PrtScr) keys on your keyboard together, then create a new email and paste the screenshot (Ctrl + V). Remember to also attach a copy of this completed form to the email.

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)

## After you have completed and signed this form

Attach this form, and any required supporting documentation, to an email and send it to [paysuper@myob.com](mailto:paysuper@myob.com)

If you filled the form on paper, you can attach a scanned image of the form to the email.