



Pay Super Change of Details

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)

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

Trading name
("the Customer")

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 (e.g. Jan-Mar)

SECTION 3 CHANGE PAY SUPER USER DETAILS

Note: Only complete this section if there are no active Pay Super Administrators in your business, or to notify us of new authoriser/administrator mobile numbers. Existing Pay Super Administrators can add users and change roles from AccountRight (Pay Superannuation window > Pay Super Settings) see help.myob.com.au/paysuper/update. Each user can change their name or email address using **my.MYOB**.

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.

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

Authorised signature _____

Authorised signature _____

Name _____

Name _____

Current date / /

Current date / /

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

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

