

# Super Portal Change of Details Form



The MYOB Pay Super Portal is a clearing house service provided by SuperChoice services Pty Ltd as an authorised representative of PayClear Pty Ltd.

Instructions:

- Complete all sections below
- Print and sign all relevant areas
- Scan and Return to superportal@myob.com

If you have any queries, contact us on 1300 555 931

(New Zealand clients paying Australian staff enter details as relevant)

## Your Business Details

ABN: \_\_\_\_\_ MYOB Product: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

Business Trading Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

MYOB Serial Number/Client ID/Registration Number: \_\_\_\_\_

## Change Bank Account Details

Please nominate the bank account to be used for the processing of your superannuation payments, when using the MYOB Super Portal. If you are unsure please check with your bank that your account can accept direct debit transactions.

To verify your new bank account. We require that you provide a screenshot of your online Bank statement. The screenshot will need to include the Name of the Bank Account and the BSB and Account numbers.

To take a screenshot; make sure all relevant details are on the screen then hold down Ctrl & Alt buttons and while doing so hit PrtScn button. Then paste (Ctrl + v) the screenshot into an email and attached a scanned copy of this completed form. Then email them to superportal@myob.com

Financial Institution: \_\_\_\_\_

Bank Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

## Your Direct Debit Authorisation

I/We authorise PayClear Services Pty Limited ABN 93 124 852 320 (Australian Financial Services Licence 314357 and Direct Debit User Id 359231) to direct debit the account nominated above, for processing of superannuation payments authorised via the MYOB Super Portal.

I/We acknowledge that this direct debit arrangement is governed by the Direct Debit Service agreement contained in on page 14 of the MYOB Super Portal Combined Financial Services Guide and Product Disclosure Statement issued by SuperChoice.

Account Signatory 1: \_\_\_\_\_ Account Signatory 2 (if more than one signature is required for the bank account): \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Portal Administrator

Please nominate the person who will be the administrator of the MYOB Super Portal on behalf of your business. This person will be able to create additional users and authorise payments from your nominated bank account. This person must be a signatory on the nominated bank account.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

## Declaration and Disclosure Statement

I declare that:

- I am authorised to make this application and declaration on behalf of the business.
- The information in this application is true and is not by content or omission misleading or deceptive. I will advise MYOB immediately if I become aware of any change of circumstance or matter which materially affects the information provided.
- I have read and understood the MYOB Super Portal Financial Services Guide issued by MYOB and the MYOB Super Portal Combined Financial Services Guide and Product Disclosure Statement issued by SuperChoice provided to me and agree to and will comply with them.
- For the purposes related to MYOB Super Portal, MYOB may collect, use and disclose the information provided in this application to third parties (such as SuperChoice, PayClear, financial institutions and partner parties) that MYOB has contracted with for the provision of the MYOB Super Portal. Please refer to the MYOB Group Privacy Policy at [www.myob.com/privacy](http://www.myob.com/privacy) for more information.

## Principal / Director

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_