

.....  
Your name

.....  
Your address

.....  
Suburb, state and postcode

.....  
Debiting organisation & department

.....  
Debiting organisation address

.....  
Suburb, state and postcode

.....  
Today's date

Dear Sir/Madam

**Change of direct debit information :** .....  
Your name and customer reference/policy number

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: Northern Inland Credit union Limited

Account name: .....

BSB: 802-298

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 telephone number: .....

Thank you for your assistance

Yours sincerely

Your signature:  
.....

Your full name: