

# Business Account / Membership Closure

**USE THIS FORM TO:** Close Great Southern Bank accounts / memberships in the name of a business / organisation.

## 1 BUSINESS ACCOUNT DETAILS

Customer number	Full name of the business / organisation	ABN / ACN	
Address	Suburb	State	Postcode

## 2 ACTION REQUIRED

Please close all accounts, resign the membership (if any) and customer records held in the name of the above business / organisation

Please close account/s listed below

Account number:

Account number:

Account type:

Account type:

Account number:

Account number:

Account type:

Account type:

**Note:** If any of these accounts is a Term Deposit, a penalty may apply for an early release. (refer to Great Southern Bank's Terms and Conditions). Any associated PayIDs will be deregistered.

## 3 INSTRUCTIONS

Please forward remaining funds, including accrued interest, by:

Transferring funds to the following account\*\*

BSB:

Account Number:

Account Name:

Institution name:

Please allow up to 5 working days for the funds to be credited to your account at the other financial institution.

\*\*Great Southern Bank do not accept liability for any loss incurred due to incorrect or incomplete information being provided in this instruction.

## 4 ACKNOWLEDGEMENTS AND CONSENTS

I / we confirm that all Visa Debit cards currently held by the current authorised signatories to the accounts have been destroyed or returned to Great Southern Bank.

**I / we authorise Great Southern Bank to close the Great Southern Bank Accounts detailed above. All current signatories on these accounts must complete and sign this Acknowledgment and Declaration.**

Name:

Customer number:

Signature:

Date:

#### 4 ACKNOWLEDGEMENTS AND CONSENTS (Continued)

Name:	Customer number:
Signature:	Date:
Name:	Customer number:
Signature:	Date:
Name:	Customer number:
Signature:	Date:
Name:	Customer number:
Signature:	Date:

### Once you have completed this form:



Send it via secure message  
in Online Banking



Drop it into a branch

- 1. Change any direct debit arrangements.** If any direct debits have been set up on an account that is being closed alternative payment arrangement will need to be made. Please contact each relevant merchant to make these changes.
- 2. Cancel any direct debits.** If there is a current arrangement with a third party to debit an account directly, please contact the organisation to cancel the debit. Any overdrawn amount resulting from direct debits being processed will need to be repaid before account closure can be finalised.
- 3. Return or destroy all Visa Debit Cards.** The business / organisation is liable for any outstanding transactions that have not been debited to these account/s at the time the account is closed. Accounts with a Visa Debit Card attached will not be closed for a period of not less than three days from receipt at a Great Southern Bank hub office.

### We're here to help

If you need assistance completing this form, call us on **133 282** or drop into your local branch.

#### OFFICE USE ONLY

Signatures verified:

Yes No Date:

Scan documents to Global Viewpoint:

Yes No Date:

For closed accounts:

Relationships inactivated:

Yes No Date:

For resignations:

Forward request to Banking Operations for processing.

**Processed by:**

Staff Initial Staff ID Date

Staff Initial Staff ID Date