

HOW TO COMPLETE YOUR BANK ACCOUNT DETAILS CONFIRMATION

IMPORTANT NOTE:

Incorrect or incomplete information on these forms will delay processing of your payment, therefore please ensure you read this carefully.

SECTION 1 - ORGANISATION CONFIRMATION

PROJECT NUMBER

This appears on the top Left hand side of the form. You can get the number off any documentation you have received from Healthway. This assists in the prompt processing of your form.

ABN & GST REGISTERED

This appears on the top right hand side of the form. You are required to have an ABN, If you do not then Healthway requires a "statement by supplier" form (you may obtain them from the Australian Taxation Office). This needs to be submitted to us. GST Registered Yes or No - Circle which is applicable to you.

ORGANISATION NAME

This is the name of the Incorporated Organisation that funding has been approved for. No other name should appear here. The name should also be the same as is on any correspondence you receive from Healthway. If it is not - please advise us.

BANK NAME

Self explanatory...Bankwest, Challenge, Commonwealth, Statewest Credit Union, etc etc

BRANCH ADDRESS (Suburb only)

Suburb that your Bank is situated in.

BRANCH CODE/BSB

This code is an identification code for the Bank. It is a 6 digit number and all digits should be complete on the form. If it is not completed or accurate it can hold up or reject your payment.

BANK ACCOUNT NAME IS HELD IN

This field is for you to place the name of the Bank Account: i.e. "ABC Company Inc"

It should also be noted that this name should only be in the name of the organisation whom received funding NOT ANOTHER NAME.

ACCOUNT NUMBER:

This is field and the BSB fields are important. If you get it wrong then your money will be rejected and credited back to our account and will delay you receiving your funding.

If Unsure - clarify with your bank. Do not include BSB code in your account number field.

SECTION 2 - BANK CONFIRMATION for Projects Over \$5,000

This section should be completed by the bank. In essence, it verifies that the details in section 1 are accurate. We can not accept your form without this section being completed as we have no "proof" that the information you have supplied is correct. Please ensure that the bank also places their stamp on the form.

Should any of the above be incomplete or inaccurate - it is highly probable that your funding will be delayed

Call Healthway on 9476 7000 if you have any queries about this form or require any assistance in completing it.

THE DOCUMENTS CAN NOT BE ACCEPTED WITH WHITE INK OR CHANGES.

Project/File Number



ABN: _____
Are you GST Registered?
Yes / No

Incorrect or incomplete information on these forms will delay processing of your payment

BANK ACCOUNT DETAILS CONFIRMATION – Over \$5,000 Sponsorship

Please complete Section 1 then have your Bank complete Section 2 to confirm your account information. Once both sections have been completed in full please mail to: Healthway, PO Box 1284, West Perth WA 6872 for prompt payment of your sponsorship.

This document can not be accepted with white ink or amendments

SECTION 1 ORGANISATION CONFIRMATION

ORGANISATION NAME:
Name of Incorporated Organisation Funding was approved to: _____

NAME OF BANK & SUBURB _____

BRANCH CODE/BSB (6 digits)

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BANK ACCOUNT NAME IS HELD IN (MUST BE SAME as organisation receiving funding). _____

ACCOUNT NUMBER

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(up to 9 digits (DO NOT include the BSB Code))

I confirm that the above bank account details are true and correct and that the account is a bone fide account of _____ and complies with all applicable laws. (Account Holder Name i.e. The name account is registered in, Not the bank name).

Authorised Signature **Name (Block Letters)** **Date** **Day Phone Number**

SECTION 2 BANK CONFIRMATION

I confirm that the

above account details relate to an official account of

(Name of the Account Holder i.e. Organisation – Account the name is in (not the Banks name))

Authorised Signature **Name(Block Letters)** **Date** **Phone Number**

Bank Stamp

Please include official stamp of bank branch which confirms these details. (Any Branch of your bank can confirm your account details).