

# Salary Transfer Request

**Name of Company:**

**Address of Company:**

**Department:**

**Instructions:**

I am writing to advise that from  (date), I authorise you to change the account my salary is currently credited to as detailed below:

Full Name

Employee Number

Address

**New Account Details:**

**Account 1**

Account Holders name (s)

BSB Number

Account Number

Amount

**Account 2**

Account Holders name (s)

BSB Number

Account Number

Amount

**Signature**

Thank you for your assistance.

Signature

Name

Date: