

Financial Institution Cheque: Request to Deposit/Cancel/Stop

USE THIS FORM TO: For a Payee to deposit a Great Southern Bank Financial Institution Cheque to a nominated account.
For a customer to Stop/cancel existing Financial Institution Cheque.
Please read the terms and conditions below before you complete this form.

1 CUSTOMER/ PAYEE DETAILS

Great Southern Bank Customer

Non-Customer Payee

Customer number/s (if applicable):

Customer name/s:

Full residential address (no PO box):

Suburb/Town:

State:

Postcode:

Home phone:

Work phone:

Mobile:

Preferred contact number: Home Work Mobile Email:

2 PAYEE IDENTIFICATION

Existing customers must have their identity verified by Great Southern Bank.

Non-customer Payees must evidence that they are the named Payee and own the account that the funds will be deposited into before Great Southern Bank will process the transaction.

3 FINANCIAL INSTITUTION CHEQUE DETAILS

Cheque number:

Date drawn:

Name of Payee:

Amount of Cheque: \$

4 DIRECTIONS FOR FINANCIAL INSTITUTION CHEQUE

Cheque Deposits: complete this section if depositing a Great Southern Bank Financial Institution Cheque.

I/we are requesting:

To deposit a Great Southern Bank Financial Institution Cheque (FIC), evidence your identity and ownership of the recipient account by providing the following supporting documentation:

The original cheque; or

Dishonour Notice- if FIC previously dishonoured by another institution (if applicable);

Photographic identification (drivers licence or passport); and

Other Financial Institution Bank Statement showing the account name and BSB/account number (if applicable)

Please deposit funds to:

Name of Bank:

Account Name:

BSB:

Account Number:

4 DIRECTIONS FOR FINANCIAL INSTITUTION CHEQUE (CONTINUED)

Stop Payment Requests: complete this section if requesting Great Southern Bank to stop the payment of a cheque.

I/We also authorise and agree to pay any costs requested by Great Southern Bank for reimbursement of fees charged on the Great Southern Bank in the actioning of this stop payment and funds transfer request.

To cancel or stop the above-mentioned FIC.

The reason for requesting that the cheque be stopped or cancelled is:

Lost

Stolen

Cheque no longer required

Note: By agreeing to cancel or stop a Great Southern Bank Financial Institution Cheque, you agree to indemnify Great Southern Bank against any action that may arise, or any claim made against it as a result of the cheque being cancelled or stopped.

5 CUSTOMER DECLARATION

1) Customer Declaration:

I/We hereby confirm that the information and supporting documents supplied are complete and correct to the best of my/our knowledge. I/We understand that all personal details disclosed remain confidential. Information may be disclosed to other financial institutions involved in the transfer of funds as part of business practice and in accordance with legislative requirements.

2) Terms and Conditions

- a) The relevant provisions of Customer Owned Banking Code of Practice apply to this service.
- b) For depositing a cheque, transfers will be processed via Direct Entry (EFT).
- c) A stop payment can be placed on a Financial Institution Cheque only if the cheque is lost or stolen. A request for stopping a Financial Institution Cheque due to a dispute with the payee will not be entered into by Great Southern Bank.
- d) A cancelled payment can be placed on a Financial Institution Cheque only when the original cheque is produced. A request to cancel the cheque can only be actioned when the original cheque is returned.
- e) A dishonoured Financial Institution Cheque due to changes to cheque acceptance (from 24 May 2024) may be processed if all supporting documentation is received and meets our terms and conditions and obligations.
- f) If the stopped cheque is presented by the payee and subsequently dishonoured, Great Southern Bank may pass on to you, any fees we are charged in relation to the stopped cheque.
- g) Great Southern Bank unilaterally reserves the right to amend these Terms & Conditions at any time. Please ensure you are using the latest version of this form, available at www.gsb.com.au.

Customer signature:

Date:

We need the above information to consider and process your request. Our Privacy Policy includes details on how you can access information we hold about you, how you can correct information if you believe it isn't accurate, the names and contact details of other entities we may share your information with (including the types of information we share and your rights in relation to that information), and what to do if you believe we've breached the Privacy Act or Australian Privacy Principles (including how we'll handle your complaint). This policy is available at www.gsb.com.au/privacy-policy or in hard copy on request.

OFFICE USE ONLY

Received by:

Branch:

Date:

Signature Verified: Yes No

OFFICE USE ONLY - BANKING OPERATIONS

Processed by:

Staff ID:

Date: