

Switching made simple

Switching your salary and payments over to your Great Southern Bank everyday account is easy. This handy switching pack will take you through the process of updating your payments in three simple steps.

Switch From	Switch To
My old bank account details	My new Great Southern Bank account details
Bank:	Bank: Great Southern Bank
BSB:	BSB: 814-282
Account number:	Account number:

We're here to help

You can download a copy of this pack at greatsouthernbank.com.au/switch

How to switch in 3 simple steps

Follow these 3 simple steps with our handy Payments Tracker (on page 3) and you will quickly switch your regular payments to your Great Southern Bank everyday account.

1 SWITCH YOUR SALARY

COMPLETED

- Tell your employer's payroll team that you've changed bank accounts.
- You can fill out our Salary Switch form (page 5) and give it to your employer.

2 IDENTIFY REGULAR PAYMENTS ON YOUR OLD ACCOUNT

- You'll know most of them, so to double-check, simply take a minute to review your statements or online banking transaction listings for your old account.
- You can list them all on our Payments Tracker (on page 3).
- You can also ask your previous bank for a Regular Payments List. This will include all direct debit and credits for the last 13 months.

3 UPDATE YOUR PAYMENTS

- Update the following payments quickly and easily online or by phone.

Payments	The simple switch
BPAY, Pay anyone and periodical payments.	Quickly set-up these payments in Great Southern Bank Online Banking. Then cancel the same payments from your previous bank account via their online banking. Need to register for Great Southern Bank Online Banking? Call us on 133 282.
Payments to or from companies that you have an online account with or you can quickly reach by phone.	Log in to your online account for each company via their website or give them a call and ask them to update your bank account or debit card details.

- For any remaining payments, or if you prefer to update your details in writing, you can use our letter templates as noted below.
- Fill out the letter template then post or email them to each company. If you need extra copies you can print them from our website at greatsouthernbank.com.au/switch

Page	Switch request for	This letter is for
6	Direct credits	Companies regularly making payments directly into your bank account e.g. Government payments or benefits.
7	Direct debits	Companies regularly taking money out of your account by direct debit (using BSB and account number).
8	Card payments	Companies taking regular payments from your account as a debit card payment using your debit card number.
9	Dividends	Dividend payments into your account for any shares you hold.

Helpful forms and letters

Switching over a range of payments to your Great Southern Bank everyday account is easy with the following forms.

In this section you will find

- Salary Switch to Great Southern Bank Account
- Switch request direct credit
- Switch request direct debit
- Switch request card payment
- Switch request dividends

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Salary switch to Great Southern Bank account

I would like my salary to be paid into my Great Southern Bank everyday account

1 EMPLOYEE DETAILS

Employee name

Contact email

Contact phone

Employee ID

2 NEW BANK ACCOUNT DETAILS

Account name

BSB

814 - 282

Account number

Financial Institution

Great Southern Bank

3 STARTING DATE

Please make this change

Next pay day

OR

From following date:

4 EMPLOYEE AUTHORITY

I authorise you to switch my salary to the Great Southern Bank account detailed above

Signature

Date

From address

Date

To address

Switch request: Direct Credit

I would like to switch my direct credit payments to my Great Southern Bank everyday account.

Customer name	Customer reference number
<p>I/We have changed the financial institution used for my/our everyday banking. Effective immediately, please update your records to ensure that all future direct credits are credited to my/our new Great Southern Bank account.</p>	
Current bank account details are	
Financial Institution	Account name
BSB	Account number
New Great Southern Bank account details are	
Financial Institution	Account name
<input type="text" value="Great Southern Bank"/>	
BSB	Account number
<input type="text" value="814 - 282"/>	
I/We confirm that I am/we are authorised to operate the Great Southern Bank account shown immediately above.	
If you have any questions, please contact me/us on:	
Thank you for your assistance	
Regards,	
Name(s)	Signature(s)

From address

Date

To address

Switch request: Direct Debit

I would like to switch my direct debit payments to be paid from my Great Southern Bank everyday account.

Customer name	Customer reference number
<p>I/We have changed the financial institution used for my/our everyday banking. Effective immediately, please update your records to ensure that all future direct debits are taken from my/our new Great Southern Bank account.</p>	
Current bank account details are	
Financial Institution	Account name
BSB	Account number
New Great Southern Bank account details are	
Financial Institution	Account name
<input type="text" value="Great Southern Bank"/>	
BSB	Account number
<input type="text" value="814 - 282"/>	
I/We confirm that I am/we are authorised to operate the Great Southern Bank account shown immediately above.	
If you have any questions, please contact me/us on:	
Thank you for your assistance	
Regards,	
Name(s)	Signature(s)

From address

Date

To address

Switch request: Card Payment

I would like to switch my card payments to be paid from my Great Southern Bank everyday account.

Customer name	Customer reference number
<p>I have changed the financial institution used for my everyday banking. Effective immediately, please update your records to ensure that all future card payments use my new Great Southern Bank Visa Debit Card details.</p>	
Current card details are	
Financial Institution	Account name
Card number	Expiry date
	<input type="text"/>
New Great Southern Bank Visa Debit Card details are	
Financial Institution	Account name
<input type="text" value="Great Southern Bank"/>	
Card number	Expiry date
	<input type="text"/>
I confirm that I am authorised to operate the Great Southern Bank Visa Debit Card shown immediately above.	
If you have any questions, please contact me on:	
Thank you for your assistance	
Regards,	
Name(s)	Signature(s)

From address

Date

To address

Switch request: Share Dividends

I would like to switch my share dividends to be paid into my Great Southern Bank everyday account.

Customer name	Customer reference number	
I have changed the financial institution used for my everyday banking. Effective immediately , please update your records to ensure that all future share dividends are credited to my new Great Southern Bank account.		
Current bank account details are		
Financial Institution	Account name	
BSB	Account number	
New Great Southern Bank account details are		
Financial Institution	Account name	
<input type="text" value="Great Southern Bank"/>		
BSB	Account number	
<input type="text" value="814 - 282"/>		
Share details		
Shareholder reference number (or HIN)	ASX code	Account number (or Investor ID)
I confirm that I am authorised to operate the Great Southern Bank account shown immediately above.		
If you have any questions, please contact me on:		
Thank you for your assistance		
Regards,		
Name(s)	Signature(s)	