Your full name

Line 1 address

Suburb/City State Postcode

Contact phone number

Recipient organisation name

Line 1 address

Suburb/City State Postcode

dd/mm/yyyy

Dear Sir/Madam,

**Re: Change of direct debit information for Full name, customer reference number** Your customer reference number

I have changed the bank account from which I would like my direct debits to be deducted. Please update your records to make sure all future payments are deducted from my new Commonwealth Bank account.

**Previous account details**

|  |  |
| --- | --- |
| Financial institution: | Previous bank |
| Branch: | Branch name |
| Account name: | Account name |
| BSB: | BSB number |
| Account number: | Account number |

**New Commonwealth Bank account details**

|  |  |
| --- | --- |
| Branch: | Branch name |
| Account name: | Account name |
| BSB: | BSB |
| Account number: | Account number |

Please ensure your records are updated to reflect this change as soon as possible. If you have any questions, please do not hesitate to contact me on Your contact phone number.

Thank you for your assistance.

Yours sincerely,

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Your full name Joint account holder name if applicable

The above information has been checked and is believed to be correct.