


Request for Business PayID Registration and Maintenance

Purpose of this form

This form may be used by existing customers requiring registration or maintenance of a Business PayID.

Form submission

Please see Section 4 for details about how to submit this form once completed.

-  To Register or Maintain a PayID you must meet or have the below requirements:
- A registered email address
 - An eligible account
 - Valid Australian Business Number (ABN) or Australian Company Number (ACN) recorded with the bank and the Australian Business Register (ABR) or Australian Securities & Investment Commission (ASIC)
 - An up to date Authority for Business Account Form

Section 1 – PayID Registration

BSB Number	Account Number	PayID (ABN or ACN)	Select one PayID Name (may be shown to the payer)
		<input type="text"/>	<input type="checkbox"/> Account Title* <input type="checkbox"/> Business Name**
		<input type="text"/>	<input type="checkbox"/> Account Title <input type="checkbox"/> Business Name

Both Account Title and Business Legal Name as defined within the bank’s record of your business profile.

* The Account Title as per your required definition (as per your bank statement)

**The Business Legal Name as defined in the Australian Business Register

Section 2 – PayID Maintenance (complete this section to amend the details of an existing PayID)

Existing PayID Details		Maintenance Request	
PayID	Existing Commbank Account Linked to Existing PayID	Request Type Tick relevant box/es	Request Details Complete details below
		<input type="checkbox"/> Close <input type="checkbox"/> Transfer <input type="checkbox"/> Lock/Unlock <input type="checkbox"/> PayID Name^ <input type="checkbox"/> Change Account	PayID Name: <input type="checkbox"/> Account Title OR <input type="checkbox"/> Business Name Change Account BSB: Account No:
		<input type="checkbox"/> Close <input type="checkbox"/> Transfer <input type="checkbox"/> Lock/Unlock <input type="checkbox"/> PayID Name <input type="checkbox"/> Change Account	PayID Name: <input type="checkbox"/> Account Title OR <input type="checkbox"/> Business Name Change Account BSB: Account No:

Section 3 – Person(s) authorised to Register and/or Maintain the above PayID(s)

Registering a PayID is optional. You should ensure you have the appropriate authority to open and acquire financial products, services and activate related account features such as PayID on behalf of your business. If you accept the PayID [Terms and Conditions](#) you agree to register with the PayID service and to us sharing information about you (such as your PayID, PayID Name and linked account) with the PayID service for other parties to access when facilitating payments. Your PayID Name is likely to be displayed to people who send payments to you to facilitate payment to the correct PayID.

Full name of Person authorised to sign declaration	Position (e.g. Director/Partner)	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Full name of Person authorised to sign declaration	Position (e.g. Director/Partner)	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Full name of Person authorised to sign declaration	Position (e.g. Director/Partner)	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Full name of Person authorised to sign declaration	Position (e.g. Director/Partner)	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

For Companies: Record above the names of all Directors. The signature box can be left blank for Directors who are not signing the declaration.

Section 4 – Submission

The completed form should be emailed to **bankfeedpayid@cba.com.au**

For Institutional Banking customers please email this form to your Relationship Manager, Account Manager or Institutional Banking Client Services Team.

The PayID requested will be processed within 7 business days, you will be notified by email when your PayID has been successfully registered.

Section 5 – Bank Use Only

Check List

- Verify that the signature of the person/s requesting to register or maintain the PayID/s matches the record of the Authority for Business Accounts Form (A153).
- Validate that the ABN/ACN is recorded in CommSee
- Verify that a Business email address appears on the profile for PayID registration notification
- Up to date Authority for Business Accounts Form is provided or already held in Documents
- Confirm that the business name recorded with the bank is an exact match to what is recorded with the ABR or ASIC

Bank Officer's Name

Bank Officer's Signature

Date