

Instruction to Payroll Officer

Dear Sir/Madam,

Re: Change of account to which my salary is credited

EMPLOYEE ID:

I have changed the bank account to which I would like my salary to be paid. Please update your records to make sure all future salary payments are credited to the following Commonwealth Bank account:

Commonwealth Bank account details

Branch:

Account Name:

BSB:

Account Number:

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

Thank you for your assistance.

Yours sincerely,