




School Banking Co-ordinator Registration

Purpose of this form

The purpose of this form is to collect the information required to establish all School Banking Co-ordinators as users of the Commonwealth Bank School Banking Web-Based System. Please complete all fields. If there are more than two School Banking Co-ordinators at your school simply photocopy this form. Please return the completed form via fax to **1300 793 924**.

For assistance please contact the **School Banking Helpdesk** on **1800 674 496** (Monday to Friday, 9am to 6pm, Sydney time).

Section 4 of the form will allow you to remove any previous School Banking Co-ordinators from the system who no longer conduct School Banking.

 **Important information on privacy:** The Bank collects user personal information to assign user identification, manage password changes and to contact users directly from time to time regarding School Banking. Please ensure school staff or volunteers are made aware of this use of their personal information.

Section 1 – School Details

School name

School address

State


Postcode

School ID (if applicable)

School Banking EFT clearing account number (if applicable)

SCH

Section 2 – Co-ordinator Details

 **Important notice:** As a School Banking Co-ordinator you are required to faithfully and diligently perform all duties pertaining to the School Banking program. The personal information of students who have accounts with us must be respected. Please ensure as a Co-ordinator that such information is confidential and that any matters pertaining to account holders and their accounts may not be disclosed or discussed with anyone, except for the purposes of processing Youthsaver account deposits or accepting new account applications. All deposits accepted via the School Banking program should be processed and deposited within 24 hours of collection.

Co-ordinator's name 1

Date of birth

Home address

State

Postcode

Telephone number

Mobile number

Email

Co-ordinator's signature

Date

Co-ordinator's name 2

Date of birth

Home address

State

Postcode

Telephone number


Mobile number

Email

Co-ordinator's signature

Date

Section 3 – Principal's Confirmation

 **Important Note:** School Banking system access is restricted to users who conduct School Banking on behalf of the school. We need you to verify that the nominated Co-ordinator(s) will be conducting School Banking for your school.

I certify that the above Co-ordinator(s) will be conducting School Banking on behalf of our school.

Principal's name

Principal's signature

Date

School Stamp

Section 4 – Remove School Banking Co-ordinators



Important Note: The School Banking Web-Based System access is restricted to users who conduct School Banking at your school. Please notify us if you would like us to remove previous School Banking Co-ordinator(s) from our records. Please complete section 1 of this form and sign and date the bottom of section 4 for this to be processed.

Name

Co-ordinator Id (if available)

Name

Co-ordinator Id (if available)

Name

Co-ordinator Id (if available)

Name of person requesting removal of School Banking Co-ordinator(s)

Signature

Date

Section 5 – SpeakUP

The SpeakUP Hotline is available for our people to report suspected internal fraud and dishonest behaviour or misconduct issues affecting the Bank. It is available for all CommBank employees, contractors and volunteers engaged by, and labour hire workers providing services to, the Bank can use the SpeakUP Hotline. You can contact the SpeakUP Hotline on **1800 773 258** or by email at speakup@speakuphotline.com.au

For further details regarding the SpeakUP Hotline please refer to the School Banking Co-ordinator Handbook.