




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 prior to volunteering for the program as well as issue user credentials to the Commonwealth Bank School Banking Portal. Please complete all fields. If there are more than two School Banking Co-ordinators at your school a separate form will need to be completed as all School Banking Co-ordinators need to register individually with the Bank prior to volunteering for the program. Please return the completed form via fax to **1300 793 924** or scan and email the form to **schoolbanking@cba.com.au**

Please note: By emailing the form you are agreeing for your information to be transferred to the Bank via a non-secure channel.

For assistance please contact the **Commonwealth Bank School Banking Helpdesk** on **1800 674 496** (Monday to Friday, 9am to 5pm, Sydney time).

 **Important information on privacy:** The Bank collects 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)

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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 as outlined in the School Banking Co-ordinator Handbook.

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.

Any funds collected through the School Banking program must be receipted immediately upon acceptance as outlined in the School Banking Co-ordinator Handbook. Student deposits should not under any circumstances be held over or taken off School premises prior to processing.

Bulk cash collected on behalf of the School Banking program must be deposited within 24 hours of collection.

You must not under any circumstances share your logon credentials to the School Banking Portal, all School Banking Co-ordinators need to register individually with the Bank prior to volunteering for the program.

By signing this application I acknowledge and agree to these terms. Non-compliance may result in being suspended from the position as School Banking Co-ordinator.

Co-ordinator's name 1

Date of birth

Home address

 State Postcode

Telephone number

Mobile number


Email

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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 will be conducting School Banking for your school.

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

Principal's name

Principal's signature

Date

School Stamp

Section 4 – 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.