

Form E
Payment by Electronic Funds Transfer



The Department of Communities (the Department), can provide prompt payment by Electronic Funds Transfer (EFT). Payment by this method is faster, more convenient and more secure. Cleared funds will be in your nominated account on the day after transfer.

Please note the following:

- You will receive a remittance advice giving details of the invoices/items paid. If you do not nominate an email address or a fax number, the advice will be posted on the day the transfer is made.
- All sections of the form must be completed. If you do not know the BSB number, please obtain this information from your financial institution.
- Please advise the Department if you change any details of your bank account, or the email address/fax number to which the remittance advice should be sent.
- The Department is under no obligation to verify the bank account details provided.
- Payment will be deemed to have been made when the Department has instructed its bank to credit your nominated account. The Department will not be responsible for delays in payment or errors due to factors outside reasonable control of the Department. These may include, but are not limited to, delays or errors in the banking system or errors in the account details provided below.
- The Organisation agrees to repay the Department on demand any payments credited to the Organisation in error, and the Department reserves the right to offset the amount of any overpayment credited to the Organisation in error against any future debt or liability owing by the Department to the organisation.

Organisation Details

Legal Name																														
ABN																														
Postal Address																														
Telephone																														
Fax																														
Email																														

Bank Details

Account Name																														
BSB Number																														
Account Number																														
Full name of bank or institution																														

Organisation Authorisation

Name																														
Position																														
Signature																														
Date																														

The Department of Communities (the Department) is collecting the information on this form to create/update your details on our Financial Management System. This is authorised by the *Public Service Act 1996* and the *Financial Administration and Audit Act 1977*. The Department may give some or all of this information to your *Financial Institution and the Queensland Audit Office*. Unless otherwise stated, any personal information collected on this form will be used only for the purpose for which it was obtained and will be disclosed only for that purpose, or as required by law. Information collected on this form will be retained as requested by the *Public Records Act 2002* and other relevant Acts and Regulations and is subject to Freedom of Information regime, established by the *Freedom of Information Act 1992*. For further information on the Departments privacy policy, please phone the Privacy Contact Officer on (07) 3235 4303.

**Please return this completed form to: Funding Officer
 Funding Unit
 PO Box 15187 City East Qld 4002**