



Department of Justice & Regulation

SUPPLIER DETAILS FORM – EFT Payments

Directions for completion of this form:

1. Please complete all fields and print **IN LARGE BLOCK LETTERS - it helps us get YOUR details correct.**
2. Generic email addresses are preferred (eg. accounts@company.com.au) for remittance advices, as employee specific addresses can quickly become incorrect.
3. Please complete ALL Financial Institution details. The BSB code MUST BE 6 digits. The Account Number can have a maximum of 9 digits.
4. To help verify banking details, a copy of a pre-printed deposit slip or other document is required.

ABN Number			
Entity Name (as it appears on the ABR) http://www.abr.business.gov.au/			
Trading Name (as it appears on your invoices)			
Postal Address	Suburb, town or city		State
			Postcode
Contact Numbers - Accounts	Phone Number ()	Fax Number ()	
Email Address – Accounts			
Contact Name – Accounts			
Head Office or Branch Store details?			

If you would like to be paid by electronic funds transfer or are changing your bank account or email:

(Please note, supporting documentation, eg a bank deposit slip, is required if changing banking details)

Email address for remittance							
Account in the name of:							
BSB Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Financial Institution Name							

I hereby request you to direct credit the above bank account for amounts owed by DOJ to the above named supplier. I certify the bank details I am providing are correct.

Name of company director or payee

Signature of company director or payee

Date: / /

Return the completed form to Accounts Payable:

Email to: ap.queries@justice.vic.gov.au
Or post to: DJR IMT, PO Box 1790, Melbourne VIC 3001

Any queries regarding this form please contact the Invoice Management Team on (03) 8688 9400

For IMT use only	Confirmed Name	Date	Confirmed Signature

