



Instructions to Payroll Officer

Date

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 credit to the following Suncorp account:

Suncorp Account Details

Branch:

Account Name:

BSB: 484-799

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,