

## Electronic funds transfer form

The Department of Trade, Employment and Training pays Suppliers for the provision of services via electronic funds transfer (EFT). Each Supplier is responsible for providing their nominated financial institution and maintaining currency of bank account details recorded with us.

To ensure payments are not impacted, please tell us each time there have been / will be changes made to any part of a nominated bank account by following the steps below. This includes notifying us of changes to the contact person receiving remittance advice.

### **Changes only being made to Section 1: Organisation details, please tick this box**

To ensure our records are current:

- a) **complete** the relevant sections in [Table 1](#);
- b) arrange for it to be **signed** in accordance with Section 127 of the [Corporations Act 2001](#) (if the organisation is a **company**) or:
  - i. the partners (if the organisation is a **partnership**); or
  - ii. the person carrying on the business (if the organisation is an **individual**); **or**
  - iii. persons in accordance with the relevant *Associations Incorporation Act* for the State or Territory where your organisation's legal entity has been established (if the organisation is an **incorporated entity or registered charity**); or
  - iv. persons in accordance with the relevant Act for the State or Territory where your organisation's legal entity has been established (if the organisation is a **government organisation, university or TAFE institute**).
- c) use the snipping tool to **copy** and paste Table 1 onto your organisation's letterhead.

## What next?

- Check the completed EFT form is on your organisation's letterhead
- Arrange for the *chief executive* listed on [www.training.gov.au](http://www.training.gov.au) to email one of the teams listed below (or include the chief executive as a recipient to the email)

## Contact details

### Existing Skills Assure Suppliers:

Contract Management: [contractmanagement@desbt.qld.gov.au](mailto:contractmanagement@desbt.qld.gov.au)

### New Suppliers and any other contracted Suppliers:

VET Programs & Investment: [vpi@desbt.qld.gov.au](mailto:vpi@desbt.qld.gov.au)

**REQUESTS THAT DO NOT COMPLY WITH THE LETTERHEAD AND EMAIL  
REQUIREMENTS WILL NOT BE PROCESSED**

Table 1

<b>Section 1: Organisation details</b>	
<b>A</b>	<b>Legal name:</b>
<b>B</b>	<b>Business / trading name:</b>
<b>C</b>	<b>ABN / ACN:</b>
<b>D</b>	<b>GST status:</b> <input type="checkbox"/> Registered <input type="checkbox"/> Not registered      Please tick one
<b>E</b>	<b>Physical address:</b>
<b>F</b>	<b>Postal address:</b>
<b>G</b>	<b>Contact number:</b>
<b>H</b>	<b>Contact email:</b>
<b>I</b>	<b>Name, position and contact details for organisational contact</b> (for remittance advice):
<b>Section 2: EFT details</b>	
<b>J</b>	<b>Financial Institution name, branch and physical address:</b>
<b>K</b>	<b>Account name:</b>
<b>L</b>	<b>BSB:</b> _____ <b>Bank account number:</b> _____
<b>Signed in accordance with the <i>Corporations Act 2001</i></b>	
I certify that all information provided on this form is complete, true and correct	I certify that all information provided on this form is complete, true and correct
<b>By:</b> <b>Director/Sole/Director/Partner/Individual</b>	<b>and ONLY where relevant</b> <b>By: Director/Secretary/Partner</b>
Name:  Position:  Signature:	Name:  Position:  Signature:
Date:	Date:

The *Information Privacy Act 2009* allows or authorises us to collect this personal information. It will not be disclosed unless authorised or required by law. Your personal information will be handled in accordance with the *Information Privacy Act 2009*

DTET will contact Suppliers to confirm EFT details are current at the time of processing

**Please allow 2-5 business days for processing**