

# Payment request form

Employee name:

Employer name:

NCB No.  
(office use)

**Update Details:** Please fill out the following to ensure we have the most up to date details in our system

Mobile:

Email:

<b>Payment request type:</b> (Salary packaging new payment or change existing)		
<b>Payment amount:</b>	<b>Once off</b>	<b>Regular payment</b>
<b>Purpose of payment:</b> (E.g. mortgage / personal loan)		
<b>Frequency of payment:</b>	<b>Start date:</b>	/ /

## Payments to be made electronically via:

(Please choose either EFT or BPAY and provide details for only the option you choose)

<b>EFT</b>	<b>Bank:</b>	<b>Account name:</b>
	<b>BSB Number:</b>	<b>Account number:</b>
	<b>Reference:</b>	

<b>BPAY</b>	<b>Biller code:</b>	<b>BPAY reference number:</b>
	<b>BPAY name:</b> (e.g. bank / credit union name)	

## Please note:

- ▶ The minimum payment request is \$50.00.
- ▶ Your Payment Request Form and attached proof of debt must be forwarded to CBB at least 5 working days prior to payment date required/requested.
- ▶ If you currently have a CBB Salary Packaging Card, all payments will be made on the same day as your card.
- ▶ If your payment contains GST, the maximum amount you can salary package this FBT year will be reduced. To avoid this occurring CBB recommend making payments for expenses which do not contain GST.

<b>Employee signature:</b>	<b>Date:</b>	/	/
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