

This form is to be completed by the Unit or District/Region Manager when there are ANY changes to existing bank accounts or if a new bank account is opened. Please email a copy of this form to audits@guidesqld.org at State Office to ensure all bank account details are recorded.

1. Update / Open / Close a Bank Account

Select one of the following:

- Adding/Removing signatories on a Bank Account
 Opening a Bank Account
 Closing a Bank Account

2. Bank Account Details

Name of bank the account is held with

Bank Account Name

BSB

Account Number

Account Signatories for the audited year *print name*

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
6.	<input type="text"/>

3. If Closing the Bank Account

Name of bank account where the balance of fund were transferred to.

Bank and Branch where account is held

Bank Account Name

BSB

Account Number

Amount Transferred (if known) \$

4. Declaration

I declare the above details are correct.

Position (District Manager or Region Manager)

Name

Date