

Churches Transfer Of Accounts Guide

1. COMPLETE RELEVANT APPLICATION FORMS AND PRODUCT DISCLOSURE STATEMENTS*

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|---|--|
| <input type="checkbox"/> Application Form – Non-Individuals | <input type="checkbox"/> Complete Signature Form |
| <input type="checkbox"/> Identification and Verification Reference Form | <input type="checkbox"/> * Product Disclosure Statements – Information purposes only |
| <input type="checkbox"/> Application to CCFS Online Form | |

2. FORM REQUIREMENTS

APPLICATION FORM – NON INDIVIDUALS

- This form is for Churches and organisations and should have this application form signed by TWO AUTHORISED representatives.

IDENTIFICATION AND VERIFICATION REFERENCE

- This form must be completed for all NEW applications and signatories. Additional signatories to accounts all must complete a NEW Identification and Verification Reference Form.
- This form must be accompanied with relevant identification, please refer to page 3 of 3, for acceptable documents.

APPLICATION TO ONLINE ACCESS

- New signatories for the EASY ACCESS accounts are to complete an Identification and Verification Reference form.
- Please ensure all steps are completed.

PRODUCT DISCLOSURE STATEMENTS (INFORMATION PURPOSES ONLY AND FOR CHURCHES TO RETAIN)

- | | |
|--|--|
| <input type="checkbox"/> Easy Access Account (transactional account) | <input type="checkbox"/> Prepaid Visa Card |
| <input type="checkbox"/> MEA (Minister's Expense Account) | <input type="checkbox"/> Push Pay |
| <input type="checkbox"/> Online Accumulator | <input type="checkbox"/> Merchant Facilities |
| <input type="checkbox"/> Fixed Term Investments | |

3. MAKING THE SWITCH TO CCFS

1. Open a CCFS account (complete all relevant forms).
2. Transfer your credits (incoming money) to your new CCFS account.
 - Forms to update member's electronic funds transfers are available.
 - Transfer your regular direct debits (outgoing money) to your new CCFS account.
 - Identify your regular payments and contact the companies/providers to notify them of your change in account details. You can contact them via phone, email or post.
 - Handy Hint – leave some money in your old account in case you have forgotten to cancel any payments.
3. Arrange to have old accounts closed.
 - Once you are sure all debits, credits and periodical payments have been transferred, contact your old financial institution to close your account.



Need help or have a question?

Call us on 1300 MY CCFS (1300 69 22 37) Visit us at www.ccfsaustralia.org.au or
Email us at info@ccfsaustralia.org.au