



BT Online Employer Additional Pay Centre Application

BT Employer Relations © 1300 553 010

BT Funds Management Limited ABN 63 002 916 458 AFSL 233724 RSE L0001090 is the Trustee of BT Lifetime Super – Employer Plan ABN 39 827 542 991 RSE R1001327

Westpac Securities Administration Limited ABN 77 000 049 472 AFSL 233731 RSE L0001083 is the Trustee of BT Business Super ABN 81 236 903 448 RSE R1003970

Complete this form using **black pen** – print in clear **CAPITAL LETTERS**

Note: An individual form must be completed for each Pay Centre to be registered

* Indicates a mandatory field

1. EMPLOYER DETAILS

BT Employer number (7–8 numbers)

Employer name

2. NEW PAY CENTRE DETAILS

New pay centre name

Title*

Mr Mrs Miss Ms Dr

First name*

Surname*

Address*

 State Postcode

Telephone number*

Fax number*

Email contact*

If you would like to establish a Direct Debit Facility for your new Pay Centre, you will need to submit your request online. Simply log on to the BT Online Employer website (using your user name and password) and select the following:

- Direct Debit Facility
- New Facility – Enter the appropriate ‘Account Details’
- Continue
- Read & Accept ‘Terms and Conditions’

Once the Direct Debit Request has been submitted the details will flow through and will be activated within 2 business days.

3. EMPLOYER AUTHORISED SIGNATORIES

If the current company contact is signing only one signature is required otherwise two company signatories will be required.

Signature of Authorised Signatory 1

Date

Signatory name (please print)

Current company contact

If not current company contact **company signatories** must indicate their company title

Director Company Secretary

Signature of Authorised Signatory 2

Date

Signatory name (please print)

Company signatories must indicate their company title

Director Company Secretary

FAX AND POSTAL INSTRUCTIONS

You can submit this form by:

- mail BT Business Super
GPO Box 2362
Adelaide SA 5001
- BT Lifetime Super
Employer Plan
GPO Box 2919
Adelaide SA 5001
- fax (02) 9274 5402



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