Replacement Statement Request

Note
- *Standard turn-around time for **routine** requests is two to three working days.*
- *Standard turn-around time to printer for **urgent** requests is three hours.*
- *All requests must be sent directly to the TPC state of the account domicile via the internal bag*
- *Incorrectly completed forms will be returned to the branch.*

Branch details

Date | Time | am ☐ pm ☐ | Completed by

Branch name | BSB number **0 1**

Request

Customer contact name | Contact phone number ( )

Account name

BSB number **0 1** | Account number

Start date	End date*	Page number

(Optional, statement cannot be located by page number alone.)

***(Statements cannot be located without exact dates - essential)**

Customer(s) signature (if customer request)

Fee details

Note
- *Minimum charge for any statement is $14. The second and each susbsequent page is $7 per page.*
- *If faxed to customer, additional fee of $2.00 per page.*
- *If the statements are for a trust account, fee **must** be charged to another account.*
- *If the statement is for a closed account, collect the fee from the customer.*

Fees to be charged to customer account

BSB number **0 1** | Account number

Dispatch details

Please advise if different to mailing address

OR Please print to Branch printer

Yes ☐ Branch Printer no.

No ☐

Fees waived (only to be completed if statement required due to Bank error or for Bank use

Supervisor's signature | Name/Position (Please print)

Signing number