

# Department of Tourism, Innovation and Sport

## Payment by Electronic Funds Transfer

The Department of Tourism, Innovation and Sport (the department), can provide prompt payment by Electronic Funds Transfer (EFT). Payment by this method is faster, more convenient and more secure.

This form is used to arrange payment of funding and must be completed by all organisations that are to receive funding from the department.

Please note the following:

- You will receive a remittance advice giving details of the invoices/items paid. If you do not nominate an email address or a fax number, the advice will be posted on the day the transfer is made.
- All sections of the form must be completed. If you do not know the BSB number, please obtain this information from your financial institution.
- Please advise the department if you change any details of your bank account, or the email address/fax number to which the remittance advice should be sent.
- The department is under no obligation to verify the bank account details provided.
- Payment will be deemed to have been made when the department has instructed its bank to credit your nominated account.
- The department will not be responsible for delays in payment or errors due to factors outside reasonable control of the department. These may include, but are not limited to, delays or errors in the banking system or errors in the account details provided below.
- The organisation agrees to repay the department on demand any payments credited to the organisation in error, and the department reserves the right to offset the amount of any overpayment credited to the organisation in error against any future debt or liability owing by the department to the organisation.

**Organisation details** (Legal name must be the name as listed on the Incorporation Certificate and/or Australian Business Register. Bank account name below must match the legal name)

<b>Legal name</b> <i>(incorporated/listed on Aus. Business Register)</i>	
<b>ABN</b>	
<b>Postal address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	

**Bank details** (These details must match information provided in an official bank statement to verify bank details, including the account name, BSB and account number. Ensure details are clearly printed and accurate)

<b>Account name</b> <i>(must match legal name)</i>	
<b>BSB number</b>	-
<b>Account number</b>	
<b>Full name of bank or institution</b>	

**Organisation authorisation** (An appropriate delegate must complete this form e.g. CEO, President, Secretary or Treasurer)

<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

The Department of Tourism, Innovation and Sport (department) manages personal information in accordance with the Information Privacy Act 2009 (Qld). The department is collecting your bank account details as part of the application process for the purposes of making a payment, if your application for funding assistance is successful. This information will only be accessed by authorised employees or contractors within the department. The department may give some or all of this information to your financial institution or the Queensland Audit Office. This information will not be disclosed to any other third parties, unless authorised or required to do so by law. Further information on how the department manages personal information can be found at <https://www.dtis.qld.gov.au/site-information/privacy>

Please submit with application/return this completed form to your nearest regional office. Go to [www.qld.gov.au/recreation/sports/office-locations](http://www.qld.gov.au/recreation/sports/office-locations) for address details.