How to fill out - Attachment 4
Regular Payment Request Form
Step by step guide

Step 1
Fill out your Name & Employer Name

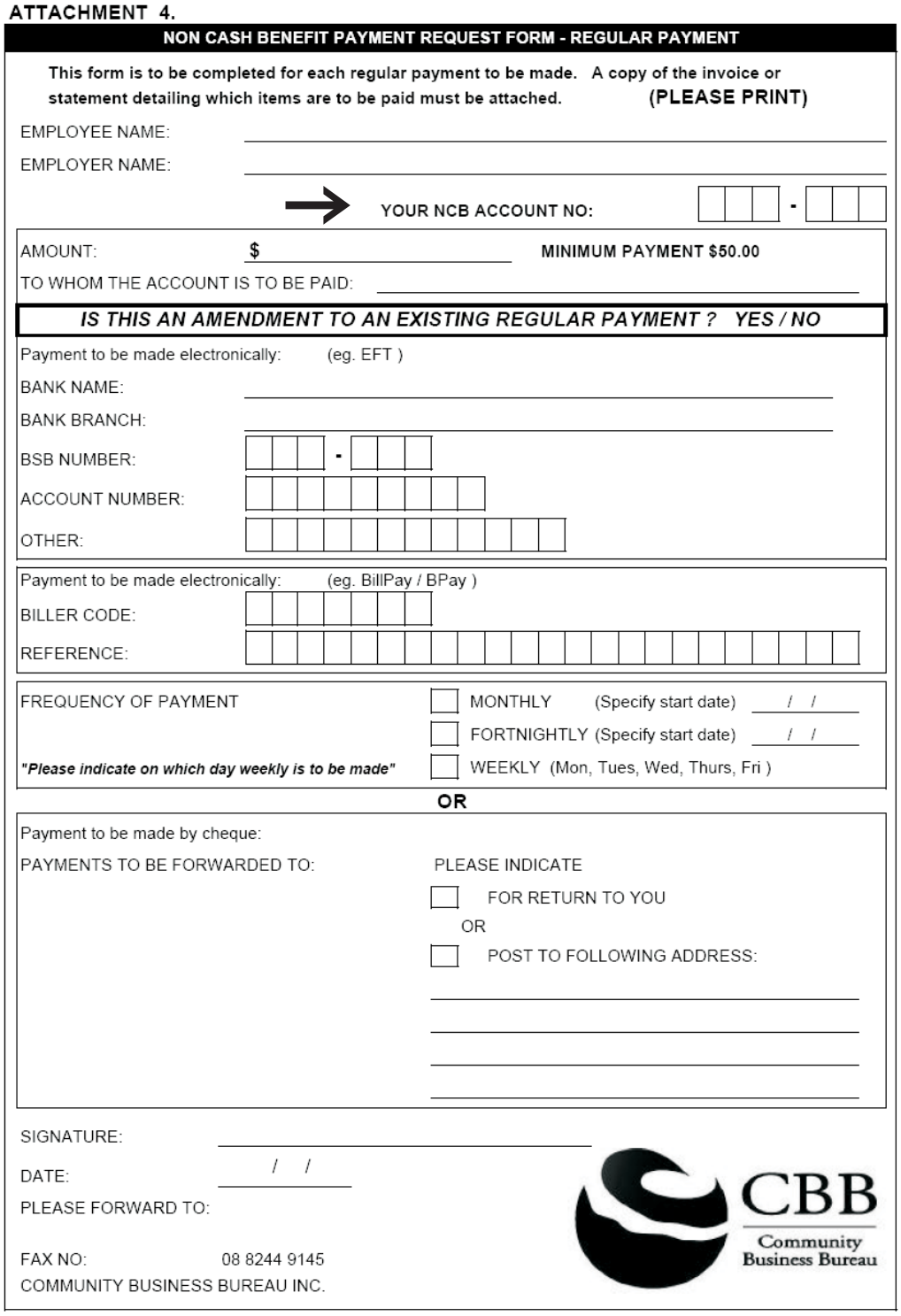
Step 2
Fill out your NCB No (if known)

Step 3
Fill out the Amount and whom the account is to be paid

Step 4
Choose Payment Method EFT/BPay or Cheque Then fill out details

Step 5
Select Frequency of Payment and fill out the start date

Step 6
Sign and date the form and forward to CBB along with proof of debt



ATTACHMENT 4.

NON CASH BENEFIT PAYMENT REQUEST FORM - REGULAR PAYMENT

This form is to be completed for each regular payment to be made. A copy of the invoice or statement detailing which items are to be paid must be attached. **(PLEASE PRINT)**

EMPLOYEE NAME: _____

EMPLOYER NAME: _____

YOUR NCB ACCOUNT NO: ☐☐☐ - ☐☐☐

AMOUNT: $ _____ MINIMUM PAYMENT $50.00

TO WHOM THE ACCOUNT IS TO BE PAID: _____

IS THIS AN AMENDMENT TO AN EXISTING REGULAR PAYMENT ? YES / NO

Payment to be made electronically: (eg. EFT)

BANK NAME: _____

BANK BRANCH: _____

BSB NUMBER: ☐☐☐ - ☐☐☐

ACCOUNT NUMBER: ☐☐☐☐☐☐☐☐

OTHER: ☐☐☐☐☐☐☐☐☐☐☐☐

Payment to be made electronically: (eg. BillPay / BPay)

BILLER CODE: ☐☐☐☐☐☐☐

REFERENCE: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

FREQUENCY OF PAYMENT

☐ MONTHLY (Specify start date) / /

☐ FORTNIGHTLY (Specify start date) / /

"Please indicate on which day weekly is to be made"

☐ WEEKLY (Mon, Tues, Wed, Thurs, Fri)

OR

Payment to be made by cheque:

PAYMENTS TO BE FORWARDED TO:

PLEASE INDICATE

☐ FOR RETURN TO YOU

OR

☐ POST TO FOLLOWING ADDRESS:

_____

_____

_____

_____

SIGNATURE: _____

DATE: / /

PLEASE FORWARD TO:

FAX NO: 08 8244 9145

COMMUNITY BUSINESS BUREAU INC.

CBB Community Business Bureau