



Easy BPAY Biller Application Form

To become an Easy BPAY® Biller with Westpac, please complete this application form and return it to us along with the Easy BPAY Biller Agreement.

Section 1 – Tell us about your business

Business Name (Incorporated or trading name)

Westpac Customer Number

ABN

☐ Biller is incorporated in Australia (if the Biller is a company), ordinarily resident in Australia (if the Biller is a sole trader) or formed or created in or under the laws of Australia (if the Biller is any other type of entity, including a partnership, trust or governmental entity) – (Please tick to confirm)

Company Director(s) (if any)

Who would you like Westpac to contact if we've got any questions?

Contact Name (Incorporated or trading name)

Telephone

Email

Business Address

Mailing Address

To help us with your application please provide the following:

Line of Business (Main activities of your business)

How long has your business been operating?

What is the average monthly volume and value of your current receipts?

Transaction Volume

Total Transaction Value

Bank use only (to be completed by the banker)

CIS Key

ANZSIC Code (Obtain from Products Online)

ANZSIC Category

* Registered to BPAY Pty Ltd ABN 69 079 137 518.

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Section 2 – Your Biller Profile

Biller Long Name

[illegible][illegible]

This is the name that your customers will see on their internet banking. Maximum 50 characters.

Biller Short Name

[illegible]

This is the name your customers will see on their bank statement against their payment. Maximum 20 characters.

Payment Types.

Select the payment types you wish to offer to your customers. Note credit cards incur a Merchant Service Fee which is a percentage of the payment amount in addition to a transaction fee.

- ☐ Cheque and Savings Accounts only ☐ Cheque, Savings and Credit Card Accounts

Payment Limits.

Select the minimum and maximum payment amounts you wish you accept from your customers

Payment Type	Minimum	Maximum
Cheque and Savings Accounts		
Credit Card Accounts		

Minimum Amounts may be \$1.00 or higher for Cheque or Savings Accounts and \$1.00 or higher for Credit Card Accounts.

Maximum Amounts can be \$10,000 for Cheque or Savings accounts and \$10,000 for Credit Card Accounts. If you wish to increase these payment amounts, please contact us after 6 months of being a biller.

Your Bank Account Details.

Tell us the Westpac account to receive BPAY Payments and for fees to be charged to. Each BPAY Payment will be credited to your bank account individually.

Purpose	BSB	Account Number
Receive BPAY Payments		
Fees		

Check Digit Routine.

This is the routine that you will be using to generate your Customer Reference Numbers. Once established, you must advise Westpac if you wish to change this, otherwise your customers will not be able to pay you. Refer to the Operations Manual and FAQs for more details.

- ☐ Mod 10 Version 5
(this version of the generator tool may be downloaded by selecting the “Using Easy BPAY” tab on the website westpac.com.au/easybpay).

- ☐ Other - If you wish to use a different Check Digit Routine, let us know (please specify it here)

Section 2 – Your Biller Profile (continued)

Customer Reference Number (CRN) Length (including the check digit).

This is the length of the Customer Reference Number that will appear on the invoices provided to your customers. The Reference number can be fixed or variable in length up to 20 digits, including the check digit but must not contain any special characters such as '&', '*' or '#'. For example, the CRN '23684' is five digits in length, and the check digit is '4' (which is the last digit).

Once established, you must advise Westpac if you wish to change this, otherwise your customers will not be able to pay you. Refer to the Operations Manual and FAQs for more details.

Please select one or more:

☐	2	☐	3	☐	4	☐	5	☐	6	☐	7	☐	8	☐	9	☐	10	☐	11
☐	12	☐	13	☐	14	☐	15	☐	16	☐	17	☐	18	☐	19	☐	20		

Privacy Statement

Privacy Statement (for individuals whose personal information may be collected – in this clause referred to as “you”).

All personal information and credit-related information (if applicable) we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at westpac.com.au/privacy/privacy-statement or by calling us through your relationship manager or Westpac representative. You do not have to provide us with any personal information or credit information (if applicable) but, if you don't, we may not be able to process an application or a request for a product or service.

Where individuals engage with us in relation to products and services for our business, corporate or institutional customers (for example, as representative, administrator, director, corporate officer, signatory, beneficiary or shareholder of one of our customers) our Privacy Statement will be relevant to those individuals where we collect and handle their personal information. For example, where we collect their personal information to verify their identity or collect their signature as a signatory on a corporate account.

Privacy Obligations.

To the extent that it applies, the Client must comply with the *Privacy Act 1988* (Cth) in relation to any personal information it provides to Westpac in connection with this Agreement, and if the Client engages in activities in a jurisdiction other than Australia, it must comply also with the applicable privacy laws in that jurisdiction.

Return this completed Application Form to your Local Business Banking team

Bank use only (to be completed by the banker)

Banker name

Banker phone number

Banker fax number

Banker name

Banker BSB

Bank stamp

☐ This form and the Biller Agreement is to be faxed by the banker to BPAY Operations.