



## Department of Sustainability and Environment

### Accounts Payable

PO Box 500

East Melbourne VIC 8002

Ph: 03 9637 9434

Fax: 03 9637 8500

Email: [accounts.payable@dse.vic.gov.au](mailto:accounts.payable@dse.vic.gov.au)

Dear Supplier,

DSE has two methods for paying our suppliers:

1. Cheque
2. Electronic Funds Transfer (EFT).

The department has found that most of our suppliers prefer to take advantage of the convenience of EFT because it means:

- No waiting for cheques to arrive in the mail
- Immediate access to funds – no clearance delays
- Decreased revenue handling costs – lower bank fees.

If you would prefer to be paid by EFT please complete the form on the reverse and return to the address listed.

Yours sincerely,

Sandra Firman

**Team Leader – Accounts Payable**

### FREQUENTLY ASKED QUESTIONS

**Q. HOW WILL I KNOW WHEN MONEY IS BEING DEPOSITED INTO MY ACCOUNT?**

A. On the day prior to money being deposited, a remittance advice will be sent by email or fax – you choose. It will detail how much will be paid to you, who the payment is from and what the payment covers.

**Q. IS IT DANGEROUS TO GIVE MY BANKING DETAILS TO A THIRD PARTY?**

A. No. We have the ability to deposit money, not withdraw it.

**Q. HOW DO I GO ABOUT SWITCHING TO THE EFT METHOD OF PAYMENT?**

A. Complete the attached form. Fax it to (03) 9637 8500 or mail to Accounts Payable, PO Box 500, East Melbourne Victoria 8002.

**Q. WHAT IF I DON'T WANT TO BE PAID BY EFT?**

A. Cheques will continue to be issued to suppliers who prefer to be paid this way.

**Q. ARE PAYMENTS BY CHEQUES & EFT PRODUCED ON A WEEKLY BASIS?**

A. No. EFT payments are produced weekly. Cheques are printed fortnightly.

**Q. OK, I'M RECEIVING PAYMENTS BY EFT & NEED TO UPDATE THE EMAIL ADDRESS OR CHANGE BANK ACCOUNT DETAILS OR HAVEN'T RECEIVED AN EMAIL ADVICE FOR A PAYMENT – WHO DO I CONTACT?**

A. Contact Accounts Payable 03 9637 9434 or email [Accounts.Payable@dse.vic.gov.au](mailto:Accounts.Payable@dse.vic.gov.au)

**Q. I'VE RECEIVED AN EMAIL ADVICE AND WANT TO QUERY SOME DETAILS ABOUT THE PAYMENTS I'M RECEIVING – WHO DO I CONTACT?**

A. Beside each payment is a contact name and telephone number. Contact that person, as they are responsible for that transaction and have all the supporting paperwork, if in doubt, contact Accounts Payable Ph 03 9637 9434, Fax 03 9637 8500 or email [Accounts.Payable@dse.vic.gov.au](mailto:Accounts.Payable@dse.vic.gov.au)

DEPARTMENT OF  
SUSTAINABILITY & ENVIRONMENT)  
REQUEST FOR PAYMENT BY  
ELECTRONIC FUNDS TRANSFER  
APPLICATION / AMENDMENT FORM

Directions for completion of this form

1. Please print IN **LARGE BLOCK LETTERS** – it helps us get YOUR details correct.
2. If the application is on behalf of a business, please use the TRADING name that appears on your business invoices.
3. We prefer companies to provide a generic email address (eg. sales@company.com.au) for remittance advice, as employee specific addresses can quickly become incorrect.
4. Please complete ALL Financial Institution details. The BSB code MUST BE 6 digits. The Account Number can have a maximum of 9 digits.
5. To help verify your banking details, a copy of a preprinted deposit slip is requested.

**Trading Name/Payee Name**

**ABN Number**

**Vendor Number**

**Remittances**  
(select which method you would prefer to receive your Remittance Advice)

**Contact Name**

**Contact Phone Number**

**Financial Institution Name**

**BSB Code**

**Account Number**

**Name of Branch**

**Title of Account**

	Fax – Fax Number:
	Email – Email address:
	<input type="text"/> <input type="text"/> <input type="text"/> — <input type="text"/> <input type="text"/> <input type="text"/>
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I hereby request you to direct credit the above bank account for amounts owed by DSE to the named supplier.  
I certify the bank details I am providing are correct.

\_\_\_\_\_  
SIGNATURE OF COMPANY DIRECTOR OR PAYEE

Date     /     /

Fax to: Accounts Payable (03) 9637 8500  
Or post to: Accounts Payable, PO Box 500, East Melbourne Victoria 8002