



# Super Portal Registration

The MYOB Super Portal is a clearing house service provided on behalf of MYOB by SuperChoice Services Pty Ltd. Instructions:

- + Complete all sections below
- + Print and sign all relevant areas
- + Scan and Return to [superportal@myob.com](mailto:superportal@myob.com)

If you have any queries, contact us on **1300 555 931**.

## YOUR BUSINESS DETAILS (New Zealand clients paying Australian staff enter details as relevant)

ABN \_\_\_\_\_ MYOB product \_\_\_\_\_

Applicant legal name \_\_\_\_\_

Business trading name \_\_\_\_\_

Postal address \_\_\_\_\_

Post code \_\_\_\_\_ State \_\_\_\_\_ Phone number \_\_\_\_\_

Email address \_\_\_\_\_

MYOB serial number/client ID/registration number \_\_\_\_\_

## BANK ACCOUNT DETAILS

Please nominate the bank account to be used for the processing of your superannuation payments, when using the MYOB Super Portal. If you are unsure please check with your bank that your account can accept direct debit transactions. Please note: Must be an Australian bank account.

Financial institution	Account name
_____	_____

Account number	
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
BSB	Account number

## YOUR DIRECT DEBIT AUTHORISATION

I/We authorise PayClear Services Pty Limited ABN 93 124 852 320 (Australian Financial Services Licence 314357 and Direct Debit User Id 359231) to direct debit the account nominated above, for processing of superannuation payments authorised via the MYOB Super Portal.

I/We acknowledge that this direct debit arrangement is governed by the Direct Debit Service agreement contained on page 14 of the MYOB Super Portal Combined Financial Services Guide and Product Disclosure Statement issued by SuperChoice.

Account signatory 1	Account signatory 2 (If more than one signature is required for bank account)
_____	_____

Name _____	Name _____
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Signature _____	Signature _____
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Current date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Current date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
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**DECLARATION AND DISCLOSURE STATEMENT**

I declare that:

- + I am authorised to make this application and declaration on behalf of the business.
- + The information in this application is true and is not by content or omission misleading or deceptive. I will advise MYOB immediately if I become aware of any change of circumstance or matter which materially affects the information provided.
- + I have read and understood the MYOB Super Portal Financial Services Guide issued by MYOB and the MYOB Super Portal Combined Financial Services Guide and Product Disclosure Statement issued by SuperChoice provided to me and agree to and will comply with them.
- + For the purposes related to MYOB Super Portal, MYOB may collect, use and disclose the information provided in this application to third parties (such as SuperChoice, PayClear, financial institutions and partner parties) that MYOB has contracted with for the provision of the MYOB Super Portal. Please refer to the MYOB Group Privacy Policy at [www.myob.com/privacy](http://www.myob.com/privacy) for more information.

**PRINCIPAL / DIRECTOR**

Name \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date   /   /

