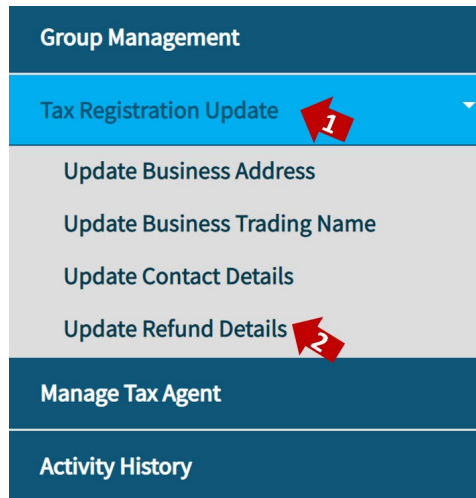


Update Bank Details

Use this process to update your bank details for refunds.

From the Main Menu, select 'Tax Registration Update', then '**Update Refund Details**'.







In the Update Refund Details form, choose '**Yes**' to Set up bank account for refunds.

Update Refund Details

* Mandatory Fields

Use this form to update bank account information

Taxpayer Details

Choose a Taxpayer	<input type="text" value="Maxi's Treats (121212121)"/>	
Organisation Name	<input type="text" value="Maxi's Treats"/>	
Australian Business Number (ABN)	<input type="text" value="121212121"/>	
Client Reference Number (CRN)	<input type="text" value="456409"/>	

Request Details

Tax Type *	<input type="text" value="Payroll Tax"/>
Set up bank account for refunds *	<input checked="" type="radio"/> YES <input type="radio"/> NO

Enter the BSB, Bank Account Number and Bank Account Name.
Hint: the Bank Account Number cannot be longer than 9 digits.

Request Details

Tax Type *	<input type="text" value="Payroll Tax"/>
Set up bank account for refunds *	<input checked="" type="radio"/> YES <input type="radio"/> NO
BSB *	<input type="text" value="123-123"/>
Bank Account Number *	<input type="text" value="11111111"/>
Bank Account Name *	<input type="text" value="Maxi's Treats"/>

Then click **Next**.

Review details, tick the declaration checkbox and click **Submit**.

Declaration	
First Name	Georgie
Last Name	Clark
Organisation	Maxi's Treats
Position	White Water Rafting Guide
Contact Phone	04 2222 2222
Email Address	
<input checked="" type="checkbox"/>	I declare that this information is true and correct to the best of my knowledge.

Privacy Notice	
The Commissioner and staff at the ACT Revenue Office are dedicated to protecting your personal information and informing you of how we collect, hold, use and disclose it. The information we collect helps us determine whether you have a tax liability, or an entitlement for a grant, exemption or concession; or to ensure the efficient lodgement and refunding of rental bonds. It may be disclosed to third parties with your consent, or as permitted by law. Our privacy policy is available on our website. It explains how we manage information, how you can access and correct your personal information and our process for handling complaints.	

Once successfully submitted, the details will be immediately updated and a copy of the submitted request form can also be viewed in the **Activity History**.