



Change of Business Details

MYOB M-Powered Services

Please complete this form if you wish to advise MYOB of a change of details in relation to your MYOB® M-Powered™ Services subscription excluding bank accounts and MYOB M-Powered Authorisers. For changes to bank accounts or MYOB M-Powered Authorisers please contact the MYOB M-Powered Support Team on **1300 783 674** for the appropriate forms.

SECTION 1 - CURRENT CUSTOMER DETAILS

Your MYOB product serial number Trading name ('the Customer')

Please complete **ONLY** the relevant sections from 2 to 7

SECTION 2 - NEW BUSINESS NAME DETAILS

Your trading name is the name that your business 'trades' under and is (usually) the name with which your customers are familiar.

New trading name

SECTION 3 - NEW BUSINESS CONTACT DETAILS

Business Address

Suburb State Postcode Phone

Postal Address

Suburb State Postcode Phone

SECTION 4 - NEW/AMENDED BUSINESS OWNER DETAILS

Please provide details of any new or removed principals or directors. For removed principals or directors, please attach a letter signed by that person to confirm this change.

Principal/Director Name Please tick one: Add Owner Remove Owner

Phone Email

Principal/Director Name

Phone

Please tick one: Add Owner

Remove Owner

Email

Principal/Director Name

Phone

Please tick one: Add Owner

Remove Owner

Email

SECTION 5 - NEW/AMENDED MYOB M-POWERED SERVICES CONTACT

Please indicate the person(s) in your business who will be the contact(s) for MYOB M-Powered Services. The person(s) you nominate can provide instructions to MYOB in relation to your usage of the MYOB M-Powered Services.

Primary contact

Contact Name

Phone

Job Title

Email

Alternate contact

Contact Name

Phone

Job Title

Email

SECTION 6 - AMEND MYOB M-POWERED INVOICES DETAILS

To amend the notification or limit details applying to your MYOB M-Powered invoices service.

Email address you would like details of payments made by your customers to be sent to.

New MYOB M-Powered invoices email address

Business name that you would like your customers to hear when they are using the Credit Card by Phone payment service.

New spoken name of business

Please nominate the new maximum payment amount you will accept for each payment made using the Credit Card by Phone payment type. Note maximum value allowed is \$10,000.

New maximum credit card payment

Please tick one of the following options:

- | | | | | |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> \$1,000 | <input type="checkbox"/> \$2,000 | <input type="checkbox"/> \$3,000 | <input type="checkbox"/> \$4,000 | <input type="checkbox"/> \$5,000 |
| <input type="checkbox"/> \$6,000 | <input type="checkbox"/> \$7,000 | <input type="checkbox"/> \$8,000 | <input type="checkbox"/> \$9,000 | <input type="checkbox"/> \$10,000 |



SECTION 7 - AMEND MYOB M-POWERED SUPERANNUATION LIMIT

Please nominate a limit - and period - for the total amount of superannuation contribution that you will process using the service.

Amount: \$ per

Period: Week Fortnight Month Quarter

SECTION 8 - AMEND MYOB M-POWERED PAYMENT REMITTANCE ADVICE COPY

If you would like a copy of all remittance advices sent to your suppliers, please nominate an email address below.

Email

Change Remove

SECTION 9 – DECLARATION AND DISCLOSURE CONSENT

If the “Customer” is a company, the declaration below must be signed by 2 ongoing directors of the company.
If the “Customer” is not a company, the declaration must be signed by the principals.

The person/s signing below declare that:

- They are authorised to make this Change Request and declaration on behalf of the Customer.
- The Customer is permitted by law and its constituent documents to make this Change Request.
- The information in this Change Request is true and is not by content or omission misleading or deceptive.
- The person(s) listed in the M-Powered Authoriser information section or subsequently substituted (“M-Powered Authorisers”).

The person/s signing below acknowledge and agree that:

- The M-Powered Authorisers shall operate for and on behalf of the Customer and legally bind the Customer in the use of the M-Powered Services.
- They will advise MYOB immediately they become aware of any change in circumstances or matter which materially affects the information provided in the original Application, any previous Change Requests, or this Change Request.
- For purposes related to MYOB M-Powered Services, MYOB may use, and give to and receive from third parties (such as financial institutions and other parties with whom MYOB has contracts in relation to MYOB

Signature, Principal/Director 1

Signature, Principal/Director 2

Name

Name

Date: (dd/mm/yy) //

Date: (dd/mm/yy) //



SECTION 10 - PLEASE RETURN THIS FORM TO:

Email: m-powered@myob.com.au
Phone: 1300 783 674
Mailing address: PO Box 73, Richmond VIC 3121

CHECKLIST

Please check that the following areas of your form have been completed:

Section 1 - Current Customer Details

Section 9 - Declaration and disclosure consent - Signed by two directors or the principal(s).

NEED HELP?

Call the MYOB M-Powered Services Support Team on **1300 783 674** (between 9.00a.m - 5.30pm, Monday to Friday) or email, m-powered@myob.com.au.