

DIRECT ENTRY PAYMENT INFORMATION

WHAT IS DIRECT ENTRY?

Direct Entry is the process of having your medical and like reimbursements and in some cases wages directly credited into your bank or financial institution account as opposed to receiving a cheque.

The advantages of Direct Entry are:

- Immediate access to your payments within 2 business days after the date we make the payment.
- There should be no printing or postal delays.
- If and when you move address, your payment will continue to be received via your bank or institution account. This alleviates the problem of cheques not being received.

WHAT YOU NEED TO DO?

If you wish to receive reimbursement for your medical and like expenses directly into your bank or financial institution account, we request that you complete the Direct Entry Application form (see reverse side), and return it to our office.

HOW WILL YOU KNOW PAYMENT HAS BEEN MADE?

For every payment that is directly credited to your account we will send you a statement containing the relevant information in relation to that payment.

If you have provided your consent for Gallagher Bassett to do so, we will also send you a SMS confirming payments made.

WHAT MUST YOU DO IF YOUR ACCOUNT DETAILS CHANGE?

If you need to change your account details in the future this can easily be accommodated by simply telephoning us to organise a new Direct Entry Application form.

Gallagher Bassett will confirm with you once the bank account details have been amended.

WHEN WILL PAYMENTS COMMENCE BEING PAID DIRECTLY TO YOUR ACCOUNT?

We will update your bank account details as soon as we have received your completed form. In most cases this will be processed within 48 hours.

DIRECT ENTRY APPLICATION FORM

Date: / /

GALLAGHER BASSETT SERVICES
WORKERS COMPENSATION VIC PTY LTD
Locked Bag 3570
GPO Melbourne 3001

Claimant ID:	
Claim ID:	
Surname:	
Given Name:	
Address:	
Phone Number:	

BANK ACCOUNT DETAILS

Name/ Title of Account:

Insert the exact name(s) the account is held in eg J Citizen

Account Details::

BSB Number (6 Digits)

Account Number (10 Digits)

Signature(s):

If a joint account, both signatories to sign

Name of Bank or
Financial Institution::

Address of Bank or
Financial Institution
where Account is
held::

This request to deposit funds directly into the account described in the schedule above is valid until further notice. If at any time the account details change for any reason then formal notification in writing will be required. Gallagher Bassett Services Workers Compensation Vic Pty Ltd (an Authorised Agent of the Victorian WorkCover Authority) will under no circumstances accept a change in the bank or financial institution details without a written signed request.