

TRUST CHEQUE PAYMENT REQUISITION

Cheque Number:

Date of Payment:

Solicitor/Associate Requesting Payment:

On behalf of:

Client (person) Name:

Matter Description:

Matter Reference:

Pay To:

Payee*:

Amount:

Reason/Purpose of Payment:

Authorised By (Authorised principal or associates):

Note: Please note that if the payment is made to an ADI (authorised deposit taking institution), the name of the person receiving the benefit of the payment must also be recorded (e.g. the Payee of the bank cheque). For example, if the law practice holds a general trust account with the Commonwealth Bank and intends to draw a trust cheque payable to the Commonwealth Bank to obtain a bank cheque payable to the Office of State Revenue, the Payee section must record "Commonwealth Bank B/C Office of State Revenue".