

### **TRUST EFT PAYMENT REQUISITION**

**EFT Reference\*:**

**Date of Payment:**

**Solicitor/Associate Requesting Payment:**

**On behalf of:**

**Client (person) Name:**

**Matter Description:**

**Matter Reference:**

**Pay To:**

**Account Name & Number (incl BSB):**

**Recipient of Funds (Name)(if different):**

**Amount:**

**Reason/Purpose of Payment:**

**Authorised By (Authorised principal or associates):**

**Note:** An EFT reference (internally generated) in consecutive sequence should be created by the law practice and entered in the description field in the electronic funds transfer window of the internet banking facility. This reference should also be recorded in the payments cashbook and ledgers, similar to the cheque number. The source record should then be filed in the EFT reference number order.

This is to ensure that the specific payment in the ADI statement can be referred back to the source record and other records. The document evidencing the transfer (produced by the ADI on screen) should be printed and attached to the EFT requisition.