

PROGRESS PAYMENT INSTRUCTION



Please send this request to **Mortgages Servicing**. The completed form can be faxed to **1300 765 247**.

If you have any questions, please call us on 13 25 99.

All sections **MUST** be completed and signed by All account holders to prevent delays in processing

ANZ Reference:

1. LOAN DETAILS

Full Name(s)

Loan Account/Application Number

 -

Construction Address

Suburb

State

Postcode

2. CLAIM DETAILS

What stage are you claiming for? (e.g. base, frame, surplus - if completion stage, please provide a copy of your Building Insurance Policy or Certificate of Currency)

Please select **ONE** of the following options:

Payment to builder or contractor
(invoice must be attached);

OR

Reimbursement for payment already made
(receipt must be attached);

OR

Payment of surplus funds

3. PAYMENT AMOUNT

Please pay the following amount (amount to be paid must not exceed amount on invoice/receipt)

Amount in figures

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Amount in words (e.g. Twelve thousand three hundred and forty five dollars and sixty seven cents)

4. PAYMENT METHOD

Please select and complete **ONE** of the payment options provided below:

Option 1:

Please credit the following bank account:

(Allow 3-4 business days, 8-10 business days if a valuation is required)

Account name:

BSB:

Account Number:

Option 2:

Please send cheque to the following address:

(Allow 5-7 business days, 10-13 business days if a valuation is required)

Cheque Payable to:

Send cheque to:

Builder/Contractor's address on invoice; or
 Other name & address:

Option 3:

Pickup cheque from ANZ branch:

(Allow 3-4 business days, 8-10 business days if a valuation is required)

Cheque Payable to:

ANZ Branch nominated for pickup:

Additional Instructions (please include any additional instructions/comments here)

5. PAYMENT AUTHORISATION

In authorising this payment, I/we confirm and acknowledge it is not ANZ's responsibility to ensure that:

- the quality of the work is to my/our satisfaction
- the work done is in accordance with the building contract
- sufficient work has been done to cover progress payments.

1. Name

Signature

Date

3. Name

Signature

Date

2. Name

Signature

Date

4. Name

Signature

Date