

## Important Information

- This completed form must be emailed to ANZ [progressdraws2@anz.com](mailto:progressdraws2@anz.com) by an account holder. Do not give it to your builder or anybody else to lodge.
- Check all of the information in this form is correct before you sign and lodge the form.
- All sections of this form MUST be completed and signed by ALL account holders to prevent delays in processing.

Email completed form to [progressdraws2@anz.com](mailto:progressdraws2@anz.com).

ANZ Reference:

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

## 1. LOAN DETAILS

Customer Name

Application Number/Loan Account

Construction address

Suburb

State

Post Code

## 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

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 and 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)

# PROGRESS PAYMENT INSTRUCTIONS

## 5. PAYMENT AUTHORISATION

In authorising this payment, I/we confirm 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 this progress payment;
- I/we have completed this form and confirm the information in it is complete and accurate;
- it is my/our responsibility to ensure that all of the information I/we have provided is correct. I/we understand that if I/we enter an incorrect BSB and/or account number, funds may be paid to an unintended recipient and may not be recovered; and
- I/we understand that ANZ does not check that the details provided by me/us are correct or that the account name matches the account number.

1. Full Name

Signature

Date (DD/MM/YYYY)

3. Full Name

Signature

Date (DD/MM/YYYY)

2. Full Name

Signature

Date (DD/MM/YYYY)

4. Full Name

Signature

Date (DD/MM/YYYY)

I/we confirm that all sections of this form have been completed.

[Print Form](#)