

# Information Sheet Providing Your Bank Details



At Funds in Court (FIC), we need your bank account details so we can make payments to you.

## What information do you need to give us?

To make sure that we are putting money into the right account, we need specific information.

We need your:

- bank account name
- BSB number
- account number.

We need this information on the bank letterhead to show it is an official document from your bank.

Please note we do not accept:

- screenshots that do not show all of the information and bank logo on one screen
- emails from your bank.

## Where can you find this information?

You can find this information in:

- your bank statements
- letters from your bank
- a proof of account letter from your bank
- a proof of balance letter from your bank.

We have included examples of some of these below.

## How can you get this information?

### Internet banking or banking app

You can find this information online. You can call or chat to your bank to get their help with finding and downloading any of these documents. The information you need is often found under a heading called:

- Statements
- View Statements
- e-Statements
- Proof of Balance
- Proof of Account.

Download the statement, proof of balance letter or proof of account letter.

### At a bank branch

You can ask a person at a bank branch to print or email you:

- a copy of a recent bank statement
- a proof of balance letter
- a proof of account letter.



## From a paper statement

If you have a paper copy of a recent statement, you can take a photo or scan the page that shows your bank account details and the bank letterhead.

## How do you send the information to FIC?

You can crop out or cover your transaction history and account balance if they appear. We don't need this information.

Email or post the information to us. You can email it to [requests@fundsincourt.vic.gov.au](mailto:requests@fundsincourt.vic.gov.au) or post it to Funds in Court, Supreme Court of Victoria, 210 William Street, Melbourne, Victoria 3000.

If you have any questions, please talk to your Client Services Officer. You can call them on 1300 039 390 or email [requests@fundsincourt.vic.gov.au](mailto:requests@fundsincourt.vic.gov.au).

## Examples

Please note we have covered the account information in these examples. When you give us your information, please do not cover the:

- bank account name
- BSB number
- account number
- bank name and logo.

You can cover your transaction history and account balance if they appear.

## Proof of balance letter from Westpac



### Westpac Choice Basic



Statement Period	
11 September 2023 - 11 March 2024	
Account Name	
MS [REDACTED]	
Customer ID	
[REDACTED]	
BSB	Account Number
[REDACTED]	[REDACTED]
Opening Balance	[REDACTED]
Total Credits	[REDACTED]
Total Debits	[REDACTED]
Closing Balance	[REDACTED]

Proof of account letter from Bendigo Bank



Statement Account

Account title  
BSB  
Account number  
Account opening date

Proof of Account

Bendigo Bank is pleased to confirm your account details and the following transactions:

Current balance

Transactions from 05/03/2024 - 05/03/2024

This Proof of Account was generated by Bendigo e-banking on March 05, 2024 at 12:08pm

Date	Transaction	Withdrawals	Deposits	Balance
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Proof of account letter from Commonwealth Bank

**Commonwealth Bank**  
Commonwealth Bank of Australia  
ABN 48 123 123 124

18 June 2024

Dear

Commonwealth Bank is pleased to confirm your account details below:

Account name:

Account address:

BSB:

Account number:

BIC/SWIFT Code:

Date account opened:

Balance at close of business on  Credit

This balance may include uncleared cheques.

While this information is accurate at the time it was produced, we are not responsible for any reliance on this letter.

If you have any questions visit [commbank.com.au](https://www.commbank.com.au), call 13 2221 or chat to one of our team at your nearest branch.

Kind regards,

The CommBank Team.