

Statement Delivery and Payment Options Form

Baycorp (NZ) Limited has a number of options available for the remittance of funds it receives on your behalf and for the delivery of your Invoice/Statement ("Statement"). Please select your preferred method of receiving payment and Statement delivery from the services outlined below.

Your details may take a few days to process so please ensure it is returned to Baycorp five working days prior to the end of the month. In the event that we have insufficient time to process your details prior to month end, the changes will not take effect until the following Statement cycle.

Please complete in block letters. Note you will need to complete ONE form for each Baycorp account number that you have.

Client number

Client name

Contact Phone Number

Statement Delivery Options

You may choose to receive your Statements by email, mail or if you wish you can select BOTH. Make your selection by ticking the corresponding box(es).

1) Email	<input type="checkbox"/>	Enclosing – PDF* Statement and Invoice	
		Email Address 1	
		Email Address 2	
2) Mail	<input type="checkbox"/>	Receive physical Statement	
3) Excel	<input type="checkbox"/>	Enclosing – Excel spreadsheet format	An Excel format of transactional information is also available in addition to one of the above options. Excel spreadsheets can only be emailed, so please complete email address above.

Payment Options

Please choose ONE of the following payment options. Make your selection by ticking the corresponding box.

1) Direct Credit	<input type="checkbox"/>	<p>Pay Direct Credit (payment via electronic funds transfer directly to your nominated bank account). This is an important security control, keeping your funds secure.</p> <p>Bank Account number</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>A pre-encoded deposit slip or a screen shot of bank account details must be supplied to allow this option to be activated.</p> <p>Bank Statement Reference</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Baycorp-NSC and your Client number will appear on your bank statement. Please record above any other reference information you would like to appear.</p>
2) Cheque	<input type="checkbox"/>	Pay by cheque (this will be attached and mailed with the physical Statement)

Terms and Conditions

Baycorp will on a monthly basis, where applicable, (and unless otherwise agreed between the parties);

- Pay funds via the Client's nominated payment method after deducting all commissions, fees and disbursements payable (including any GST) ("Payments");
- Send to the Client by email a valid Tax Invoice/ Statement in PDF format ("Statement").

The Client where applicable:

- Is solely responsible for providing Baycorp with a correct copy of its bank account deposit slip for the Payments together with a correct email address for delivery of any Statements;
- Will advise Baycorp with details of any changes in its bank account details and/or email address for delivery of any Statements; and

- Acknowledges that Baycorp is not responsible for any errors in relation to the bank account details and/or the email address for delivery of any Statements;
- Acknowledges that Baycorp reserves the right to make any Payments by way of cheque; and
- Acknowledges that any Statements received should be processed and remittance made where required.

Your Authorisation

I certify that the above information is correct

Name

Date

DD

MM

YY

Authorised Signatory

Baycorp's Details

Please forward your completed application to

Email clientservices@baycorp.co.nz

Fax 09 356 5823

Post Baycorp (NZ) Limited
Statement/Payment Process
PO Box 90845
Victoria Street
Auckland 1142

* (PDF = Portable Document Format requires Acrobat Reader)