



Bank of  
Melbourne

# Get Set Loan/Overdraft Closure Request.

## Privacy Statement and Consent Request.

### Privacy Statement.

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at [bankofmelbourne.com.au/privacy/privacy-statement](http://bankofmelbourne.com.au/privacy/privacy-statement) or by calling us on 13 22 66. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application.

### Marketing communications.

We will use your personal information to send you offers for products and services we believe may be of interest and value to you (including by email, SMS or other means) unless you have previously told us that you do not want to receive marketing offers from us. The products and services offered may be provided by us or one of our third-party partners. If you do not want to receive direct marketing offers from us, you can manage your marketing preferences in your online banking profile, let us know using the contact details in our [Privacy Statement](#) or follow the opt-out instructions in the message.

## Customer details.

**NB: Not to be used if the customer wants to remove their overdraft facility and keep their transaction account open.**

Account Number

### Customer 1

Title Surname

  

Given Names

Home Telephone

Business Telephone

### Customer 2

Title Surname

  

Given Names

Home Telephone

Business Telephone

**\*Please continue on the next page.**

## Get Set Loan/Overdraft Closure Request.

### Authority.

I/We request that the Get Set Loan/Overdraft account be closed.

Note: Bank of Melbourne will dishonour cheques presented after receipt of this form.

**All parties to the account must sign this form.**

Customer's Signature

Date

Customer's Signature

Date

### Branch procedures.

1. Ensure borrower(s) wishes to CLOSE the account.  
Note: Reduction of the balance to zero is not closing the account.
2. Ensure you collect and destroy all the unused cheques.
3. Ensure you advise the customer any cheques presented after receipt of this form will be dishonoured.
4. Ensure all parties to the account have signed the form.
5. Obtain the payout figure:  
Access the XSCI screen and advise the customer of the payout figure. Press Print Screen to print the screen details on the back of, or attach the details to, the back of this form.
6. Deposit the required closing amount on the 24 close account screen. Ensure a closing reason and destination is completed.
7. Ask customer(s) to sign receipt for the account closure.
8. Verify the customer(s) signature(s).
9. If the account is closed:  
Send the Get Set Closure Request to Imaging Department.  
If the account has not been closed due to uncleared funds:  
Send the Get Set Closure Request to Personal Lending Administration.  
Email to [tadmin@stgeorge.com.au](mailto:tadmin@stgeorge.com.au) or post to Locked Bag 1, Kogarah, NSW 2217.  
Personal Lending Administration will close the account.

### Office use only.

Employee Name

Employee Number

Branch Stamp