

# How to Access Your Church's Westpac Corporate Cards (as a Church/Business)

## 1. Get Approval

As this involves setting up a business bank account with Westpac, your church leadership will need to agree to open this type of account. Following is an example of a resolution that your leadership should table and ratify at a leadership meeting:

*“It was resolved to establish a new Community Solutions Bank Account in the name of the church at [YOUR WESTPAC BRANCH] and to setup and activate a Westpac Live Internet Banking Facility.”*

## 2. Prepare Documentation/Information

Prepare your documentation and supporting information **before** you go into your local Westpac branch. This should include documents such as, your 8 digit Customer Identification number, a copy of each of your credit card statements and a copy of the above approved minute.

## 3. Open Community Solutions Account at your Westpac branch

Visit your local Westpac branch with the relevant documentation.

Advise the teller/staff member that you wish to open a **COMMUNITY SOLUTIONS ACCOUNT** (more information: <http://www.westpac.com.au/business-banking/bank-accounts/not-for-profit-community-cheque/#s1>)

## 4. Set up and activate Westpac Live at your Westpac branch

After the Community Solutions Account is opened, request that a WESTPAC LIVE facility for this account be setup and activated (which is online banking for businesses) for all the users you want to be attached.

## 5. Connect your Corporate Cards at your Westpac branch

Connect your church's corporate credit cards to the WESTPAC LIVE facility. Westpac require you to fill out this:

[Third Party Access Authority Form](#)

*Section 1* is the Church Westpac details

*Section 2* is the Cardholder details including their Westpac ID Number

*Section 3* is the Card Number with a Product Type of 'Corporate Card' with no value

*Section 4* is the Cardholder's declaration and granting authority for the church to access the card

If you have any queries regarding this, please do not hesitate to contact the Baplink office.



Postal Address  
Baplink  
PO Box 6166  
MITCHELTON Q 4053

Phone: 1800 650 062  
Email: [baplink@qb.com.au](mailto:baplink@qb.com.au)  
Website: [www.baplink.org.au](http://www.baplink.org.au)