

# How to Access Your Church's Westpac Purchasing 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).

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

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

[Third Party Access Authority Form](#)

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



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