



### Company Details

Company Name	
ABN	
ACN	
Bank Name	
Bank BSB	
Bank Account Number	
TFN	
Pay Schedule <sup>1</sup>	
Use MYOB Journals?	
Contact Name	
Contact Email	
Contact Telephone	
Business Address	
Award (if known)	

<sup>1</sup> Pay Schedule – need the pay period, for example, company pays weekly on Friday for period ending Thursday.

### ABA File Details

Does the company have specific details required for their .aba files? Enter the details below or print out one of the previously used files.

ABA Company Name	
ABA Login (eg. 888888)	

### MYOB Account Codes

All MYOB account codes should be entered in full. For example, 2-2453

Holding accounts usually begin with 2. Expense accounts usually begin with 5 or 6.

Some companies may use different MYOB accounts for staff and management, especially for superannuation.

Bank (Eg. 1-1111)				
	<b>Staff</b>		<b>Management</b>	
	Holding	Expense	Holding	Expense
Net				
Super				
PAYG				