

Guide to setting up bank accounts with a person who is supported by an Informal Financial Manager

1. Setting up the Main Savings Account:

- The Main Savings account is to be set up to receive the Disability Support Pension and any other income.

2. Setting up the person's Main Savings Account

1. The account is established in the person's own name. The Informal Financial Manager is registered as a signatory or operator of the account and preferably with phone / internet banking access.
2. A keycard may be attached to the Main Savings Account, however it must only be held by the person's Informal Financial Manager.
3. Request all monthly bank statements be posted to the person at their accommodation support address.
4. An existing account can be used however, all ADHC staff signatories are to be removed from the account
5. ADHC staff are not to:
 - a. act as signatories to the person's Main Savings Account
 - b. store a keycard attached to the Main Savings Account
 - c. be aware of the PIN of any keycard attached to the Main Savings Account.
6. The only people permitted to access the person's Main Savings Account is the person or their Informal Financial Manager.
7. The Informal Financial Manager will make fortnightly deposits to the person's Daily Living Expenses Account from the Main Savings Account as per the person's agreed My Annual Budget preferably using a direct deposit option.
8. Centrelink must be advised of the Main Savings Account details to enable the deposit of the person's Disability Support Pension and other entitlements into the account.

People who have previously resided in Large Residential Centres will have any personal funds banked on their behalf through the Banker Agreement transferred to their new Main Savings Account.

1.1 Setting up of the automatic deduction for the ADHC Residency Charge

FACS Business Services will deduct ADHC's Residency Charge directly from the person's Main Savings Account to. To enable automatic deduction of ADHC's Residency Charge, the **Customer Create/Change Request Form** must be completed and forwarded to FACS Business Services for immediate action (see Other resources section of Personal Finances).

2. Setting up the person's Daily Living Expenses Account

Each person must have a Daily Living Expenses Account set up in their own name. The account is set up for the purpose of:

- receiving deposits from the Main Savings account as per the agreed fortnightly budget
- paying for day to day expenses using an ATM card with Paywave / Paypass where possible.

Support the person to approach a local financial institution of their choice to setup the Daily Living Expenses Account as follows:

1. Ask the bank for an account with no fees and a Paywave or Paypass ATM card included.
2. Provide the person's identification documents - must add up to 100 points (see table below).
3. Provide the person's Pension Card / Health Care Card.
4. The Informal Financial Manager will need to provide their own 100 points of identification (see table below).
5. The account is established in the person's name. The Informal Financial Manager is registered as a signatory or operator of the account preferably with internet / phone banking access.
6. ADHC staff must not be registered as signatories of the person's Daily Living Expenses Account.
7. Request monthly bank statements to be posted to the person at the accommodation support service address.

The person's Informal Financial Manager is responsible for setting up a fortnightly direct debit option from the Main Savings Account to the Daily Living Expenses Account, for the amount agreed to in the person's **My Annual Budget**.

3. Providing Identification

The person and their Informal Financial Manager will be required to provide 100 points of identification each to establish bank accounts.

Below are examples of forms of identification and their 'points'.

Form of Identification	Points
Birth Certificate	70
Current passport	70
Pension Card	40
NSW Photo card ¹	40
Driver's licence	40
Council rates notice	35
Medicare Card	25
ATM Card	25
Bank Statement	25

4. Further Information

Please contact the Team Leader of the Accommodation Support Service for any further information

¹ <http://www.rms.nsw.gov.au/roads/licence/nsw-photo-card.html>