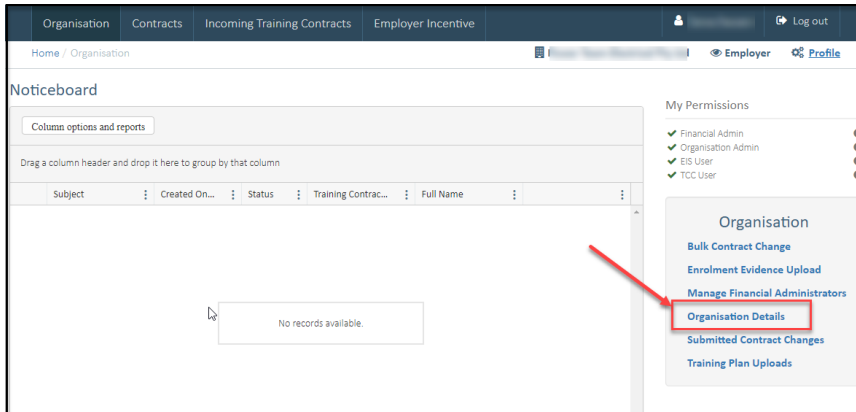


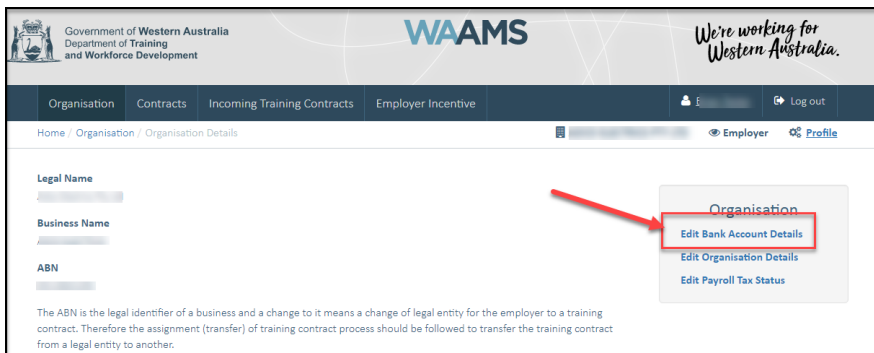


# Creating and editing bank account details in WAAMS (for financial administrators only)

Select *Organisational Details* from the menu

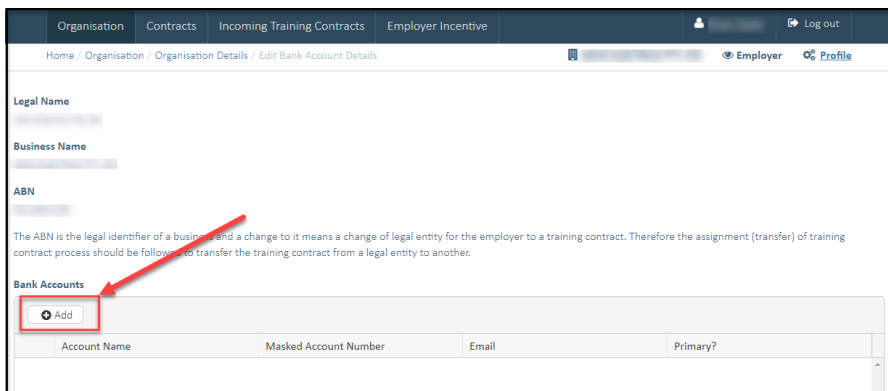


Select *Edit Bank Account details* from the menu



Existing bank account details saved in WAAMS are not editable. A new bank account will need to be created and will replace the existing bank account once saved.

To create a new bank account Select *Add*





Simply complete all the fields, confirm the authority to provide details and select *submit*

Organisation Contracts Incoming Training Contracts Employer Incentive Log out

Home / Organisation / Organisation Details / Edit Bank Account Details / Add Bank Account Employer Profile

Account Name \*

BSB \*

Account Number \*

Confirm Account Number

Bank Name

Branch

Email Address \*

Confirm Email Address

This is required for receiving electronic remittances advice from the Finance system via email  
**Is Remittance Sent Via Postal?**

Yes

No

If no email is nominated, the remittance advice will be issued via postal

Postal Address:

Phone Number

I confirm that I am authorised to provide details of the above bank account for the remittance of Employer Incentive payments

Submit

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When a new bank account is created, it will replace any existing bank account already created in WAAMS.

If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 or email at [rai.projects@dtwd.wa.gov.au](mailto:rai.projects@dtwd.wa.gov.au)