



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

Select Organisational Details from the menu

Organisation		Incoming Training Contracts		4	🕞 Log out
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Select Edit Bank Account details from the menu

Department o	of Western Au f Training ce Development		WAAMS	We're working for Western Australia.
Organisation	Contracts	Incoming Training Contracts	Employer Incentive	📥 £ 🕞 Log out
Home / Organisati	on / Organisatio	n Details		Employer
Legal Name Business Name ABN			-	Organisation Edit Bank Account Details Edit Organisation Details Edit Payroll Tax Status
	the assignmen		change of legal entity for the employer to a t ass should be followed to transfer the training	

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

	Organisation	Contracts	Incoming Training Contracts	Employer Incentive		4	🕞 Log out			
	Home / Organisatio	on / Organisatio	n Details / Edit Bank Account Details	5		@ Employer	Q ₀ ^o Profile			
Busine ABN The Al contra Bank	Legal Name Business Name ABN The ABN is the legal identifier of a busine rando a change to it means a change of legal entity for the employer to a training contract. Therefore the assignment (transfer) of training contract process should be follow no transfer the training contract from a legal entity to another. Bank Accounts Add									
	Account Name		Masked Account Numb	er Email		Primary?				
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Simply complete all the fields, confirm the authority to provide details and select *submit*

	Organisation	Contracts	Incoming Training Contracts	Employer Incentive		4	🕞 Log out
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Subr		torised to a svi	ee details of the above bank accol	unt for the remittance of	Employer Incentive payments		
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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 <u>rai.projects@dtwd.wa.gov.au</u>