

Australian Money Order Enquiry



Application for (Tick one box only)

Please complete

<input type="checkbox"/> (A) A written advice of payment	Sections 1, 2 and 4
<input type="checkbox"/> (B) Purchaser requesting a refund / Payee requesting a replacement	Sections 1, 2 and 4
<input type="checkbox"/> (C) Purchaser requesting replacement to be sent directly to original payee	Sections 1, 2, 3 and 4
<input type="checkbox"/> (D) A replacement money order with funds payable to the original payee, to be sent out to purchaser	Sections 1, 2, and 4

(PLEASE PRINT / USE BLOCK LETTERS ONLY)

Section 1: Details of Money Order

Money Order Number: Amount: \$ Issue Date:

NOTE: If you have the original Money Order please ensure that it is attached and forwarded with this form.

Issuing Post Office: State:

Payable to:

Replacement money orders and repayments are normally issued four weeks after the issue of the original money order. Urgent requests will be considered ONLY if a written explanation of the circumstances is attached to this form.

Section 2: Applicant details

Your Company Name:
(If Applicable)

Your Name:

Street Address:

Suburb / Town: State:

Daytime Phone No: Postcode:

Email:

Section 3: Replacement Money Order payable to original payee

Name of Payee:

Street Address:

Suburb / Town: State:

Sender's Acc Ref No: Postcode:
(If Applicable)

Section 4: Undertaking and signature

In consideration of you issuing me a replacement money order for the money order nominated above, which has been lost or destroyed, I undertake to indemnify and refund to Australia Post immediately on request by Australia Post the amount of the replacement money order should the original money order also be presented and paid. I acknowledge that Schedule 18A, of the Australia Post General Terms & Conditions empowers Australia Post to require and enforce this undertaking.

**Mail to: Money Orders Centre
Transaction Services
Shared Services Division
GPO Box 5091
MELBOURNE VIC 3001**

Fax: 03 8379 3898

**Email: MoneyOrder.EnquiryForms
@auspost.com.au**

**For all other enquiries, please
contact us on 1300 362 030**

Date

Privacy Notice

Australia Post collects your personal information in order to process your Money Order enquiry or request. Without this information, we would be unable to provide you with this service. Your personal information is handled in accordance with the Australia Post Group Privacy Statement which outlines how to access and/or correct your personal information or make a privacy related complaint. For more information please visit www.auspost.com.au/privacy.

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Express Money Orders Only

Section 1: Details of Express Money Order

Express Money Order Number: Amount: \$

I wish to apply for:

- Stoppage of Payment (Complete Section 1 only)
- Change of Payee and / or Post Office of payment (Complete Section 1 & 2)

Section 2: Details of Change of Payee and/or Post Office of Payment

Name of Payee to be amended to:

Office of Payment to be amended to: State:

Advice to staff: If changes are required to the payment arrangements for an Express Money Order this form must be sent to the Post Office originally nominated for payment, NOT the Money Order Enquiries/Processing Team.

Privacy Notice

Australia Post collects your personal information in order to process your Money Order enquiry or request. Without this information, we would be unable to provide you with this service. Your personal information is handled in accordance with the Australia Post Group Privacy Statement which outlines how to access and/or correct your personal information or make a privacy related complaint. For more information please visit www.auspost.com.au/privacy.