

TRUST ACCOUNTS

FORM TA2 - NOTICE OF CLOSING OR CHANGING A TRUST ACCOUNT

When to use this form

Use this form to notify QBCC when you have:

- closed a trust account
- changed the name of a trust account
- transferred a trust account.

This must be done within **5 business days** of taking any of these actions.

^For project trust accounts, you must also notify the contracting party (of details marked with ^) within the same timeframe.

If you are notifying that you have closed a project trust account under section 18B, other than for the purpose of an account transfer, QBCC will take this as advice that you have dissolved (ended) the project trust under section 21.

When you transfer a trust account to a different financial institution, you also need to advise relevant beneficiaries.

Failing to notify QBCC of a trust account or providing false or misleading information to the QBCC about a trust account are both serious offences and can result in a fine or imprisonment.

GOVERNING LEGISLATION

Notification made under section 18B, 18C, 21, 34B and 34C of the *Building Industry Fairness (Security of Payment) Act 2017*.

PRIVACY NOTICE

The QBCC is collecting personal information on this form to regulate trust accounts. This is authorised by the *Building Industry Fairness (Security of Payment) Act 2017* (BIF Act).

The QBCC must keep a register of trust accounts. The QBCC may publish information about trust accounts as determined by the Commissioner and may report statistics to other agencies. The QBCC Privacy Policy contains full use and disclosure details.

All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* or the *Privacy Act 2009*.

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and initial any amendments.

Return your fully completed form and ALL required documents by:

Post: GPO Box 5099, Brisbane QLD 4001
In person: [QBCC Service Centres](http://qbcc.qld.gov.au) are listed on our website qbcc.qld.gov.au

1. TRUSTEE DETAILS

^Trustee name

ABN

ACN

QBCC licence number

Business address

Suburb

Postcode State Phone

Email

2. TRUST ACCOUNT DETAILS BEFORE CLOSURE, NAME CHANGE OR TRANSFER

Please enter the account name EXACTLY as it appears on bank records.

Is the account a project trust account or a retention trust account? Project trust account Retention trust account

Note: a second form must be completed if notifying about a closure or change for both trust accounts.

^Account name

^Name of financial institution

^BSB ^Account number

Has this account been closed?

Yes, and the trust has been ended **Enter date and skip to DECLARATION** Date account closed / /

Yes, and the trust has been transferred to a new account **Enter date and continue form** Date account closed / /

No, only the account name has changed **Continue form**

3. TRUST ACCOUNT DETAILS AFTER NAME CHANGE OR TRANSFER

Name change only - enter account details as they appear AFTER the name change
Please enter the account name EXACTLY as it appears on bank records.

^Account name

D D M M Y Y Y Y
 ^Date of change / /

Account transfer - enter account details as they appear AFTER the transfer
Please enter the account name EXACTLY as it appears on bank records.

^Account name

^Name of financial institution

^BSB ^Account number

D D M M Y Y Y Y
 ^Date opened / /

D D M M Y Y Y Y
 ^Date intended to be used / /

4. DECLARATION

- I am the trustee or a person authorised to act on behalf of the trustee.
- The information I have provided in this form is, to the best of my knowledge, true and accurate.
- I have read and understood the Privacy Notice on page two of this form.

Full name of person making declaration

Position of person making declaration

Signature

Date D D M M Y Y Y Y
 / /

On behalf of:
Trustee name