

Form Submission Quick Guide

This guide provides a sample of banks and form offerings. Banks offer either an **Entity wide / Consolidated form**, where a single request is sent to the bank per entity, and the bank responds with all accounts and products for that entity; or offer **Individual Forms** where the bank responds to the account number provided only.

For a full list of banks and forms offered, please refer to the In Network Responder Report generated from the Reports section in Confirmation.com.



Entity wide/Consolidated Form

The bank responds to form details on an **entity wide basis**. Auditors send a single request using one main account number for reference. If no main account exists the customer identification number is used.











































Individual Form

The bank responds to form details on an **individual account basis**. Auditors are required to set up each account number to be confirmed as a separate form.



Not Included

This form type is not offered by the bank as the specific bank does not supply information in this manner.

Form Type	Form Description	Westpac	St George Bank	Bank of Melbourne	Bank SA	NAB
Client Consolidated	For each form sent, the bank will then provide an extensive report of all your bank dealings for the legal entity specified. No other form types should be submitted if this form option is used.					
						OR
AU – Asset (Deposit)	An asset account is typically a current, cheque, deposit, savings, investment and any other credit balance.					
AU – Liability (Loan)	A liability account is typically a bank loans, term loans and any other debit balances.					
AU – Other Liabilities to Bank	Provides information on facilities, acceptances, commercial bills, endorsed drafts/notes, letters of credit, bonds, guarantees, leases, indemnities, syndicated loans or other undertaking given to bank and any other liabilities.					
AU – Securities on Liabilities	Provides details of items held as security for customer's liabilities to the bank whether the security relates to particular borrowings or liabilities to the bank.					
AU – Treasury	Provides details on forward rate agreements, foreign exchange contracts, swaps, options contracts, treasury future contracts, netting (offset) arrangements and other treasury contractual arrangements.					
AU – Signatories	Provides details on authorised signatories on the client's requested account.					
						OR
AU – Self Managed Super Fund (Simple)	Provides details for a Self-Managed Super Fund on cash, loan, and/or term deposit accounts, as well as certain compliance questions related to the operation of the requested accounts.					

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Form Type	Form Description	Bank Australia	Credit Union Australia (CUA)	ME Bank	Citibank Corporate	Bank of America Merrill Lynch	HSBC Bank Australia
Client Consolidated	For each form sent, the bank will then provide an extensive report of all your bank dealings for the legal entity specified. No other form types should be submitted if this form option is used.	✗	👤+	👤+	👤+	👤+	✗
		OR					OR
AU – Asset (Deposit)	An asset account is typically a current, cheque, deposit, savings, investment and any other credit balance.	👤	👤	👤	✗	👤	👤
AU – Liability (Loan)	A liability account is typically a bank loans, term loans and any other debit balances.	👤	👤	👤	✗	👤	👤
AU – Other Liabilities to Bank	Provides information on facilities, acceptances, commercial bills, endorsed drafts/notes, letters of credit, bonds, guarantees, leases, indemnities, syndicated loans or other undertaking given to bank and any other liabilities.	👤+	✗	✗	✗	✗	👤+
AU – Securities on Liabilities	Provides details of items held as security for customer's liabilities to the bank whether the security relates to particular borrowings or liabilities to the bank.	👤+	✗	✗	✗	✗	👤+
AU - Treasury	Provides details on forward rate agreements, foreign exchange contracts, swaps, options contracts, treasury future contracts, netting (offset) arrangements and other treasury contractual arrangements.	👤+	👤+	👤+	✗	👤+	👤+
AU – Signatories	Provides details on authorised signatories on the client's requested account.	👤	👤	👤	✗	✗	👤
		OR	OR	OR			
AU – Self Managed Super Fund (Simple)	Provides details for a Self-Managed Super Fund on cash, loan, and/or term deposit accounts, as well as certain compliance questions related to the operation of the requested accounts.	👤	👤+	👤+	✗	✗	✗

Frequently Asked Questions

Why is there more than one form type?

The external confirmation request form has been split up into individual forms which enable auditors to choose which of the individual form types are relevant to the entity being audited, based on the specific circumstances of the entity. As the individual form type requests confirmation for a specified account or product, banks are typically able to respond faster and more efficiently to your requests.

Why aren't all form types offered by all banks?

Not all form types are accepted by every bank. If you do not see a specific form listed, this means the bank does not currently accept or respond to that form type. Form types are determined by the bank and cannot be changed on an individual auditor basis.

How do I know which forms I should use?

1. Responder Instructions - When selecting a bank on Confirmation.com, you are required to read and acknowledge their online Responder Instructions shown on the selection screen. Responder Instructions provide helpful guidance on how to submit requests for the specific bank, including details such as required account format and guidance on which forms should be used for different accounts and product types.

2. Form Description - Once a form is selected, a Form Description will display and provides further detail about the type of request you are adding to your Client Profile. This Form Description may also list key product types banks responds to using this form type. It is important to note, Form Descriptions are general guidance regarding the specific form type and may not reflect all accounts and products responded to by a specific bank. As not all banks respond to all accounts and product types in the same manner, auditors should always first refer to Responder Instructions for guidance. Auditors can also contact Confirmation.com Customer Support for assistance if required.