This form is to be used for VPS and EO employees to supply or update direct credit (payroll) details.

*This information is to be used for the purposes for which it was collected by the relevant payroll services team. For further guidance regarding privacy policies please refer to your Department’s guidelines.*

|  |  |  |
| --- | --- | --- |
| **Family Name:** | **Given Name(s):** | |
| **Telephone:** | **Email:** | |
| **Division:** | **Group / Branch:** | |
| **ACCOUNT 1** **P 1** | | |
| Nominated amounts will be paid to accounts 2 & 3 first. The net balance of pay will be deposited into this account. *(No money will be deposited into this account if for any reason your fortnightly pay is less than your additional nominated amounts.)* | | |
| **BSB Number:** *(Payment cannot be made if these details are incomplete).*  **Account Number:**  **Account Title:**  **Bank Name:**  **Branch Name:** | | |
| ACCOUNT 2 OPTIONAL P 2 | | |
| Use this section only if you require a nominated amount to be deposited into an account each fortnight. Money will be deposited into this account first (Eg $100)*.* | | |
| **BSB Number:** *(Payment cannot be made if these details are incomplete.)*    **Account Number: Amount $**...............................................**.............**  **Account Title:**  **Bank Name:**  **Branch Name:** | | |
| ACCOUNT 3 Optional P 3 | | |
| Use this section only if you require a nominated amount to be deposited into an additional account each fortnight. This amount will be deposited second (Eg $50)*.* | | |
| **BSB Number:** *(Payment cannot be made if these details are incomplete.)*  **Account Number: Amount $**...............................................**.............**  **Account Title:**  **Bank Name:**  **Branch Name:** | | |
| **Authorisation** | | |
| I authorise payroll to pay my net salary to my account(s) as above.  Effective Date: ........... / ......... / ............ (*Leave blank if change is to be from next pay)*  Signature: ...................................................... Date: ........ / ......... / ........... Phone: .................................. | | |
| **Hr Shared Services Office use only** | | |
| Processed by: .......................... | | Date: .........../.............../........... |
| **Please return to the payroll services unit outlined in your offer email.** | | |