

## PAY METHOD ADVICE FORM

**Please note:**

- ★ Use this form to advise Human Resources of your current bank account details or amendments. Completing this form will override any existing details.
- ★ Salary cannot be deposited into credit card accounts.
- ★ Fixed Term and Ongoing staff may elect more than one bank account. If there is not sufficient room on this form please continue on a second form. Sessional staff may only elect one bank account.
- ★ Keep a copy for your records and forward to Human Resources Mail H14, Fax 9214 8565.

**1. Employee Information**

Employee No:	Title: (eg: Dr, Mr, Ms):
Surname:	Given Names:
Date of Birth (ddmm):	Contact No:

**2. Bank/Credit Union 1:**

Name of Bank (e.g. ANZ, Westpac):

BSB: <input style="width: 90%;" type="text"/>	Account No:
Account Holder Name:	
Branch and Address:	

**3. Bank/Credit Union 2:**

Name of Bank (e.g. ANZ, Westpac):

BSB: <input style="width: 90%;" type="text"/>	Account No:
Account Holder Name:	
Branch and Address:	
Dollar (\$) Amount per fortnight:	

**4. Bank/Credit Union 3:**

Name of Bank (e.g. ANZ, Westpac):

BSB: <input style="width: 90%;" type="text"/>	Account No:
Account Holder Name:	
Branch and Address:	
Dollar (\$) Amount per fortnight:	

**5. Authorisation:**

Please double check this information, as Human Resources cannot be held responsible for delays due to incorrect information being supplied.

<b>Signature:</b>	<b>Date:</b>
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