

HR Shared Services

Banking Details (Direct Credit)

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 HR Shared Services. For further guidance regarding privacy policies please refer to your Department's guidelines.

Family Name:	Given Name(s):
Employee Number:	Telephone:
Group:	Team:

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 HR Shared Services 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:

Pay Period:

Please return to the HR Shared Services Unit:
HR Shared Services, 2 Treasury Place Melbourne 3002
hr.shared.services@edumail.vic.gov.au
or phone ext. (965) 11000