



# PAYROLL DEDUCTION FORM – for bank and company deductions from your pay

This form is to be completed where you use more than one bank account or have deductions to distribute within your pay.

**THIS FORM IS NOT TO BE USED FOR THE NETT BANK ACCOUNT.** - use *Personal Details Form* to change your *Nett Bank Account*

Please use **BLOCK LETTERS** unless otherwise instructed.

Please forward to your Payroll Service Centre as soon as possible.

## EMPLOYEE DETAILS:

<b>Employee Number:</b>							<b>Title:</b> (eg Mr/Mrs/Ms/Miss/Dr)	<b>Surname:</b>	<b>Given Names:</b>
<b>Date of Birth:</b>	/	/					<b>Position Title:</b>	<b>Position Location:</b>	<b>Location Code:</b>

## DEDUCTION DETAILS:

Branch BSB Code: (must be 6 Digits)	Account Number: (maximum 9 digits)	Account Name:	Name of Bank:	Fortnight effective:	Amount:	Details eg. Increase \$; Cancel Deduction; New Deduction:
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-						
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Company eg. Union; Private Health; Charities; Post tax voluntary Super:	Amount:	Date Deduction to cease / commence:	Details eg. Increase \$; Cancel Deduction; New Deduction:
QASEL 882 Professional Association			New Deduction

## EMPLOYEE CERTIFICATION:

**PRIVACY:** The Department of Education, Training and Employment is collecting, using and storing your personal information in accordance with the *Information Privacy Act 2009* as part of ongoing payroll administration, including the facilitation of payments and entitlements. This information will only be accessed by authorised employees within the department. The information provided may be disclosed to third parties without your consent. Third parties include Government Superannuation Office, Australian Taxation Office, Queensland College of Teachers, State, Federal and Local Government agencies, Industrial organisations and other entities in accordance with or where requested by law or industrial agreements. Your personal information will not be disclosed to any other party without your consent, unless authorised or required by law.

I certify that the above information is correct.	<b>Employee's Signature:</b>	<b>Date:</b> / /
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<b>PROCESSING UNIT USE ONLY:</b>	<b>Date Processed:</b> / /	<b>Fortnight End Date:</b> / /
	<b>Initials:</b>	<b>Verified By:</b>

