



Clerk Code input box

BANK ACCOUNT DETAILS

SECTION 1: EMPLOYEE DETAILS

Enter your Identity No. and Name as they are shown on your Pay Advice slip.

PERSON ID, Family Name, Given Name(s) input fields

If your appointment is at more than one location, please indicate the location to which you wish your pay advice slip to be forwarded.

School / Location, Location Number input fields

OR

If you are a Temporary Relieving Teacher or an Hourly Paid Instructor, you have the option of having your pay advice slip sent to a nominated address.

Number, Street, Suburb / Town, Post Code input fields

SECTION 2: DETAILS OF APPROVED FINANCIAL INSTITUTION ACCOUNT(S) (Please see over for details)

Please enter the Bank/State/Branch number of the Institution in the space provided. If electing to disburse net pay across more than 1 account (up to 3), then this account (no. 1) will be credited with the residual balance of net pay after nominated amounts have been credited to additional accounts.

Effective from pay period ending: [] [] [] my bank account details for the disbursement of my net pay are:

1) Financial Institution, BSB Number, Branch, Account Number, Account Name (i.e. JB Smith) input fields

OPTIONAL - DECD employees may nominate up to three accounts to disburse net pay across. (Please see over for details)

2) Financial Institution, BSB Number, Branch, Account Number, Account Name (i.e. JB Smith), AMOUNT \$ OR PERCENTAGE % input fields

3) Financial Institution, BSB Number, Branch, Account Number, Account Name (i.e. JB Smith), AMOUNT \$ OR PERCENTAGE % input fields

Employee's Signature

Date / /

SECTION 3: OFFICE USE

Entered into Valeo on Date / /

Please Print Name

Signature

Position

Please turn over for details

NOTES ON COMPLETION OF THIS FORM

1. This advice is to be used to notify Payroll Services of Bank/Financial Institution account details (or changes to) for the direct deposit of net pay.
2. Employees may elect to nominate up to three accounts into which their pay can be deposited. The '**Details of Approved Financial Institution Account(s)**' section of this form provides for details of 3 separate accounts to be given. The first nominated account must be the balance of net pay while subsequent nominated accounts may be either a specified amount or percentage of net pay.

NOTE: Where 2 additional accounts are nominated; a percentage may not be elected for one account while a fixed dollar amount has been selected for the other. Employees must provide EITHER a fixed dollar amount OR a percentage of net pay for BOTH accounts.

3. If you plan to change your account, please keep your existing account open until it is confirmed that your pay has been deposited into your new account.
4. The form must reach Payroll Services by the Wednesday (close of business) following the previous pay day to be included in the next available pay period.