

PAYROLL AUTHORITY BANKING DETAILS FORM

I hereby authorise and request the Catholic Education Office to deposit my net salary in bank account(s) stated below.
(This authority will replace any previous authority lodged.)

1.0 EMPLOYEE DETAILS

Title: _____ **Surname:** _____
Full given names: _____
Preferred Name: _____ **Date of birth:** _____

2.0 BANKING DETAILS

ACCOUNT 1

Name of Banking Institution: _____
Branch Address: _____
Branch Number BSB No: - _____ **(Must be 3-3 Digits)**
Account Number: _____ **(Do not use numbers on plastic cards. Maximum of 9 digits)**
Amount for Banking: _____ **(Single Account write "ALL"/Multiple accounts specify dollar)**
This Account is in the name(s) of: _____

ACCOUNT 2

Name of Banking Institution: _____
Branch Address: _____
Branch Number BSB No: - _____ **(Must be 3-3 Digits)**
Account Number: _____ **(Do not use numbers on plastic cards. Maximum of 9 digits)**
Amount for Banking: _____ **(Single Account write "ALL"/Multiple Accounts specify dollar)**
This Account is in the name(s) of: _____

ACCOUNT 3

Name of Banking Institution: _____
Branch Address: _____
Branch Number BSB No: - _____ **(Must be 3-3 Digits)**
Account Number: _____ **(Do not use numbers on plastic cards. Maximum of 9 digits)**
Amount for Banking: _____ **(Single Account write "ALL"/ Multiple Account specify dollar)**
This Account is in the name(s) of: _____

SIGNATURE: _____

DATE: _____

NOTE ON MULTIPLE BANK ACCOUNTS

If you would like to take advantage of multiple bank accounts for your salary, you should firstly list the account(s) into which a fixed amount of your choice can be sent to each account number. The last account number listed will have the balance of your salary deposited into this account. Please write "BALANCE" in the "Amount for Banking" line for this account. Please note: all nominated dollar amounts are processed prior to the remaining balance account.

NOTE ON BANK NUMBERS (BSB)

To identify each bank and branch, the banking system uses what is called their BSB Number. This 6 digit number is made up of two parts. The first 3 digits are the Bank Number, while the last 3 digits denote the Branch Number.

BANK		BRANCH
999	-	999