

# Change to payroll & personal details form

Name: \_\_\_\_\_

Employee number: \_\_\_\_\_

Site: \_\_\_\_\_

How are you paid:  Weekly  Monthly

**Changes to bank details:** If necessary, it is your responsibility to contact your bank, building society or credit union about changes to your banking requirements.

**Please note that only bank details shown below will be altered.** Contact your Payroll or RHRO if you are unsure of how to advise your banking requirements.

**Note:** deposits to credit cards (Visa, MasterCard, Amex, Diners Club, etc) accounts are **NOT** able to be processed via payroll.

Banking details			
BSB number (must be 6 digits)	Account number	Name of account	\$ All
			ALL
Bank name: _____		Branch: _____	
If you require to split your pay into more than one account, please provide details below:			
BSB number (must be 6 digits)	Account number	Name of account	Specify \$ amount
Bank name: _____		Branch: _____	
BSB number (must be 6 digits)	Account number	Name of account	Specify \$ amount
Bank name: _____		Branch: _____	

**Change of address details:**

Email Address: \_\_\_\_\_

Home phone number: ( ) \_\_\_\_\_ Mobile number: \_\_\_\_\_

**Residential address:**

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Is Residential address and Mailing address the same  Yes

**Mailing address:** (if different from street address above)

\_\_\_\_\_ Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Emergency contact details:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Residential address: \_\_\_\_\_

Home phone no. \_\_\_\_\_ Work/mobile no. \_\_\_\_\_ Addn number: \_\_\_\_\_

**Change to name:**

Current surname/family name \_\_\_\_\_

New surname/family name \_\_\_\_\_

Please note: You must attach a copy of legal documentation that has been certified by a Justice of the Peace

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_