

CHANGE SALARIES DEPOSIT DETAILS



TO: SALARIES

Employee Details

| | | | |
|----------------------|----------------------|------------------|----------------------|
| Employee No. | <input type="text"/> | Employee Rcd No. | <input type="text"/> |
| Family Name | <input type="text"/> | Given Name | <input type="text"/> |
| Current Address | <input type="text"/> | | |
| School/Unit/Dept | <input type="text"/> | Date of Birth | <input type="text"/> |
| Internal Contact No. | External Contact No. | | |

For security reasons, please state your main current account details:

| Institution Name | BSB | Account Number |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Change My Banking Details To:

| | Main Financial Institution | Second Financial Institution | Third Financial Institution |
|------------------|----------------------------|------------------------------|-----------------------------|
| Institution Name | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| BSB No. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Branch Location | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Account No. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Account Name | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Amount | <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |

- I authorise UNSW to make/change payroll distributions as set out above.
 - I understand that I need to advise the Salaries Unit at least two (2) weeks in advance if I wish to cease/change my banking details.
 - I understand that should there be insufficient funds to meet multiple bank distributions, the above allocations may not be met.
 - Financial Services will be notified of this change

Signature of Employee / /
Date

Copy to Financial Services for system upgrade