

PAYROLL DEPOSIT ADVICE

(any bank, building society and/or credit union is accepted)

EMPLOYEE INFORMATION		
EMPLOYEE NAME <small>(enter the name of the employee)</small>	PREFERRED / KNOWN AS <small>(preferred name if different from employee name)</small>	EMPLOYEE ID NUMBER <small>(enter all 6 digits)</small>
POSITION <small>(enter employees current position)</small>	LOCATION NAME <small>(location employee works at)</small>	
RESIDENTIAL STREET ADDRESS <small>(full address of employee)</small>	CITY OR SUBURB <small>(use block letters only)</small>	POST CODE <small>(four digit number)</small>
EMERGENCY CONTACT <small>(name of person who should be contacted in emergency)</small>	RELATIONSHIP <small>(relationship to the emergency contact)</small>	CONTACT NUMBER <small>(include area code)</small>
SECOND EMERGENCY CONTACT <small>(must be completed by Queensland staff who are under 18 years of age)</small>	RELATIONSHIP <small>(relationship to the emergency contact)</small>	CONTACT NUMBER <small>(include area code)</small>

Casual Employees: wages to be paid into one bank account only

FT and PPT: if total salary is to be paid into one bank account, tick the 'Full Pay' box in the section below, otherwise complete relevant boxes.

BANK ACCOUNT INFORMATION	
<small>(enter an 'X' for selection)</small>	
ACCOUNT No.1	<input type="checkbox"/> Full pay <input type="checkbox"/> Balance of pay after deposits into any other accounts
Bank Name: <input type="text"/>	Branch Name: <input type="text"/>
BSB No. : <input type="text"/> - <input type="text"/>	Account No. : <input type="text"/>
Account name: <input type="text"/>	

ACCOUNT No.2 (P5)	Amount Per Pay: \$ <input type="text"/> . <input type="text"/>
Bank Name: <input type="text"/>	Branch Name: <input type="text"/>
BSB No. : <input type="text"/> - <input type="text"/>	Account No. : <input type="text"/>
Account name: <input type="text"/>	

ACCOUNT No.3 (P6)	Amount Per Pay: \$ <input type="text"/> . <input type="text"/>
Bank Name: <input type="text"/>	Branch Name: <input type="text"/>
BSB No. : <input type="text"/> - <input type="text"/>	Account No. : <input type="text"/>
Account name: <input type="text"/>	

ACCOUNT No.4 (P7)	Amount Per Pay: \$ <input type="text"/> . <input type="text"/>
Bank Name: <input type="text"/>	Branch Name: <input type="text"/>
BSB No. : <input type="text"/> - <input type="text"/>	Account No. : <input type="text"/>
Account name: <input type="text"/>	

SIGNATURE: _____	<input type="text"/>
	<small>(use dd/mm/yy format)</small>