

PAYROLL & ADDRESS DETAILS FORM

New Employees must use this form to provide Payroll details. Existing employees may use this form at any time to update information held by GBS Recruitment. Please ensure you complete all the relevant sections of this form and return to GBSrecruitment at the address shown above.

SECTION 1 – EMPLOYEE DETAILS													
Commencement Date						Date of Birth (dd/mm/yy)							
Title		Family Name				Given Name (s)							
Residential Address						Postcode							
Mailing Address (If different from above)						Postcode							
Telephone Numbers		Home		Email									
		Mobile											
Emergency Contact		Name		Phone		(BH)							
		Relationship				(AH)							

SECTION 2 – BANKING DETAILS														
Name of Financial Institution														
Name of Account Holder														
Amount		\$		or Percentage						%				
Australian Bank Account Number														
		BSB						Account Number						

SECONDARY BANKING DETAILS													
Name of Financial Institution													
Name of Account Holder													
Amount		\$		or Percentage						%			
Australian Bank Account Number													
		BSB						Account Number					

SECTION 3 – DECLARATION BY EMPLOYEE													
I hereby authorise GBS Recruitment to:													
i. Credit my salary or reimbursements to the financial institution account listed above.													
ii. Forward my pay slip to the email address provided above													
Signature										Date			