

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 GBS recruitment 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:												
<ul style="list-style-type: none"> 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				