

QF268	BANK DETAILS FORM
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EMPLOYEE DETAILS

Wages are paid fortnightly as a direct deposit to your nominated account into any bank, building society, or credit union.

A printed payslip with your full details of wages, superannuation, deductions, and accrual of personal leave if applicable, also showing year to date earnings will be emailed out to you with every pay.

Account Holder's Name		Branch name	
BSB		Account Number	

I consent for my Pay Advice and Detailed Shift Reports to be emailed to me each fortnight.

Furthermore, I acknowledge that:

It is my responsibility to contact Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) if my Tax, Superannuation, Bank, or any other financial details change before the beginning of the following pay cycle so I can be paid correctly.

If I do not provide the correct information, or the correct information regarding the above in time, or the correct information regarding any shifts I have worked to Teleclock in time, I might not be paid correctly or will have to wait until the following fortnight to receive the correct pay.

It is my responsibility to inform EL/LAAS if I have been paid incorrectly, and to read through my Pay Advice and Detailed Shift Reports each fortnight.

It is my responsibility to regularly check my email correspondence with EL/LAAS for the purpose of ensuring that any missing shifts or shift times are identified and communicated in a timely manner so I can be paid correctly.

If I do not provide a complete Tax File Declaration Form, EL/LAAS cannot say they have received a valid form and I might be taxed up to 57% until I do so.

Email address for payslips to be emailed to fortnightly			
Applicant's Signature		Date	