

BANKING DETAILS ADVICE

(THIS FORM WILL OVERRIDE ANY PREVIOUS BANKING ADVICE GIVEN)



To save time, please note: You can now update your Banking Details via **ESSO** at <http://esso.cqu.edu.au/>.
Completion of this form is no longer necessary if you update your details online using **ESSO**.

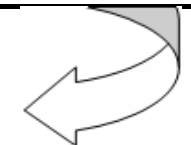
Name: (PRINT) _____
Faculty/Department: School of Education and The Arts

Telephone: (H) # _____
(W) # _____

Payroll No:

FINANCIAL INSTITUTION eg. ANZ, Metway, C'wealth	BRANCH eg. Rockhampton	ACCOUNT HOLDERS NAME eg. J.S.Citizen	ELECTRONIC FUND TRANSFER DETAILS														Amount or % to be deposited into this account.	
			Obtain required details from Bank, Building Society or Credit Union															
			B.S.B NUMBER (must be 6 digits)						ACCOUNT NUMBER (cannot exceed 9 digits/characters)									
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	

Note
Multiple bank accounts can be used. Please indicate the \$ (or %) amount for each account. One account must be nominated for balance of payment. Do this by inserting the word "balance: against the relevant account number."



I certify that the details provided above are correct.

SIGNATURE # _____

DATE # _____

- 1 If the BSB number is not stated or does not contain 6 digits, then payment **CANNOT** be made. You **MUST** contact your Financial Institution for those details as we cannot do this on your behalf.
- 2 If the Account Number(s) you have provided is incorrect your payment will be misdirected when the EFT file is transmitted by the University.

IMPORTANT PLEASE READ



- Note:**
- 1 This form authorises the Central Queensland University to credit my NETT pay to the nominated account/s for which details are set out above.
 - 2 This form overrides any previous Banking Details Advice, BUT does not override Banking Details held in any other section. eg Accounts Payable.
 - 3 All details must be completed and correct, if not this form will be returned and payment could be delayed.

PAY OFFICE USE ONLY	
Prepared by: _____	Date: _____
Checked by: _____	Date: _____
FNE: _____	

Updated:
3/11/2008