

CONFIDENTIAL PERSONAL & BANKING DETAILS FORM

Send To : **HR Service Centre, Division of Human Resources**
Charles Sturt University
Panorama Avenue, Bathurst 2795

THIS FORM IS TO BE USED TO ADVISE AMOUNTS OF NET SALARY TO BE TRANSFERRED AUTOMATICALLY TO BANK,
BUILDING SOCIETY OR CREDIT UNION ACCOUNTS

- * Employees may have up to **FIVE** different disbursement accounts from Banks, Building Societies or Credit Unions
- * Up to **FOUR** fixed disbursements can be used
- * The **FIRST** disbursement must have the account details in which the balance of your net salary is to be deposited

CSU ID No <i>(if known)</i>	<input style="width: 95%;" type="text"/>	PREVIOUS NAME	<input style="width: 95%;" type="text"/>
SURNAME	<input style="width: 95%;" type="text"/>	DATE OF BIRTH	<input style="width: 95%;" type="text"/>
OTHER NAMES	<input style="width: 95%;" type="text"/>	ADDRESS	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>		Postcode: <input style="width: 95%;" type="text"/>

DISBURSEMENT DETAILS																	
FULL NAME OF FINANCIAL INSTITUTION	BRANCH NUMBER (BSB)					NAME IN WHICH ACCOUNT IS HELD	ACCOUNT NUMBER							FIXED AMOUNT			
																\$	¢

PROFESSIONAL EXPERIENCE PROGRAM - ASSOCIATE TEACHERS ONLY

Note : this form is only required if you 1) have not previously supervised a placement with CSU; or 2) have changed your name, address or banking details since last providing this information to CSU. If this applies, please return this form, along with a completed Tax File Number Declaration, to the HR Service Centre. ***Forms submitted at the commencement of the placement allow prompt payment . Failure to submit this form will result in non-payment of your claim.***

Professional Experience Dates:	Name of pre-service teacher to be supervised
From : _____ <i style="margin-left: 100px;">date</i>	_____
To : _____ <i style="margin-left: 100px;">date</i>	

Your Professional Experience Claim form must be submitted on completion of the placement to the Professional Experience Office at CSU.

EMPLOYEE SIGNATURE	
<input style="width: 95%;" type="text"/>	_____/_____/_____ <i>date</i>
<i>Employee</i>	

PAY OFFICE USE ONLY			
<input style="width: 95%;" type="text"/>	_____/_____/_____ <i>date</i>	<input style="width: 95%;" type="text"/>	_____/_____/_____ <i>date</i>
<i>Processed by:</i>		<i>Checked by</i>	

CHARLES STURT UNIVERSITY
PRIVACY STATEMENT

The personal information you provide to the Web Self Service Kiosk is protected by the Privacy and Personal Information Act 1998 (NSW) and the Health Records Information Privacy Act 2002.

The information you provide in the Web Self Service Kiosk to the Division of Human Resources is necessary for the University to maintain an accurate record of your personal information for wage and salary payments.

Banking information that you supply will be used not only for wage and salary payments, but for other payments that the University may make to you electronically from time to time. For these other payments the University will use your default bank account (This is the bank account with no amount set).

Access to the information you provide is available to yourself and those persons authorised to access the information in the course of their duties to the University.

Further details regarding access and notations to personal information provided by you to the Division of Human Resources are set out in the University's policy Access to Personal Files, and other policies on Privacy.

The University Secretary
Charles Sturt University
The Grange
Panorama Avenue
BATHURST NSW 2795