

# Direct Deposit Advice

Please ensure all fields marked # are completed. Requests may be returned if incomplete.	<b>Employee ID</b>	
	<b>Job No</b>	
	<b># Surname</b>	
	<b># Given Name</b>	
	<b>School / Department</b>	

Employees have the ability to update and deposit salary into multiple bank accounts. This can be actioned [via WSS](#). This form is only to be completed in the event that the employee does not have access to WSS in the first instance, as a new or returning employee.

	Bank Account Details
<b># Account Name</b>	
<b># BSB (6 digits)</b>	
<b># Account No. (max 9 digits)</b>	
<b># Name of Bank</b>	
	Total Pay

<b># Staff Member:</b> I declare that the above details are correct. I acknowledge BCE can not check the account name and match BSB or account numbers. An incorrect BSB or account number could result in my money being paid into an incorrect account and may result in the loss of my funds.	Staff Member's Signature	Date  / /
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