



# Personal and Banking Details Form

THIS FORM IS TO BE USED TO ADVISE THE PAY OFFICE OF 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

## Employee details

CSU employee number	Title	Given name(s)	Family name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	If you have studied or worked at CSU using a different name, please advise it below in full		
<input type="text"/>	<input type="text"/>		
Residential address in full (including suburb/town and postcode)			
<input type="text"/>			
Contact number	Email address		
<input type="text"/>	<input type="text"/>		

## Disbursement details

Full name of Financial Institution	Branch number (BSB)	Name in which account is held	Account number	Fixed amount	
				\$	¢

## Workplace Learning Program (Supervising Teachers ONLY)

This section only applies if you are supervising a Charles Sturt student participating in the Professional Experience Program

- ☐ New professional placement supervisor teacher **OR**  
☐ Banking or personal details have changed since being supplied to the University

Date placement commenced

Name of Teacher Education student to be supervised

Following completion of the placement, please return the below to the **Workplace Learning Team**

([Education-WPL@csu.edu.au](mailto:Education-WPL@csu.edu.au)):

- This form;
- A tax file number declaration form (required if you have not previously supervised a placement with Charles Sturt);
- Your supervising teacher pay claim form; and
- The final report.

## Employee signature

		<b>OR</b> post to:	Employee Services Charles Sturt University Panorama Avenue Bathurst NSW 2795
Signature	Date		

## **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 People and Culture 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 People and Culture 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