



## NEW EMPLOYEE DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### **Bank Account Details**

Account Name: \_\_\_\_\_

Name of bank: \_\_\_\_\_

BSB Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

### **Superannuation Details**

Super Fund Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Membership No: \_\_\_\_\_

*If Superannuation details are not received within two weeks of commencing employment, your employer superannuation contributions will be paid into our company fund.*

**I have rechecked the above information and declare that it is true and correct.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only*

Commencement date: \_\_\_\_\_ Tax Form submitted: Yes / No