



Diocese of Lismore

# Payroll Amendment Form

Office Use Only	
Date received:	
Initial:	
Date actioned & recorded into Aurion:	

The employee uses this form to change any of their employee details.

<b>Employees Name (Please Print):</b>			
<b>Employees Signature:</b>			
<b>Date:</b>			
<b>Change of Name</b>			
<b>Please Circle:</b>	Mr / Mrs / Ms / Miss / Other	<b>Surname</b>	
<b>Change of address</b>			
<b>Home Address:</b>	Street	or PO Box #	
	Suburb		
	State	Postcode	
<b>Home Phone:</b>	( )	<b>Contact Phone:</b>	( )
<b>Mobile Phone:</b>	( )	<b>Fax Number:</b>	( )
<b>Change of Bank Details</b>			
<b>Account details to be removed</b>		<b>Account number:</b>	<b>BSB:</b>
<b>New Account Details:</b>	Account Name		
	Account Number		
	Account Type		
	BSB Number		
	Bank Full Name		
A second account can be added to which a fixed amount or a percentage can be paid			
	Account Name		
	Account Number		
	Account Type		
	BSB Number		
	Bank Full Name		
	Amount: \$	or	%
<b>Change of Superannuation Fund or Contribution</b>			
<b>Account Name:</b>		<b>Member Number:</b>	
<b>Fund Name:</b>		<b>Contact No:</b>	
<b>ABN No:</b>	USI: (information on your fund statement)		
<b>If you wish to make additional contributions each pay period</b>			
Please specify if contribution is Pre Tax or Post Tax:			
<b>Fixed Amount</b>	\$	<b>Or percentage</b>	%
<b>Additional Tax deduction</b>			
<b>Extra Tax:</b>	Amount: \$	or	%
<b>Payroll deductions</b>			
<b>Deduction Name:</b>	\$	<b>Deduction Name:</b>	\$

