

PAYROLL INFORMATION FORM

Important Information

Please read and complete all details in full.

Incorrect or incomplete information will delay payment of your wages.

- Please complete the following **Personal Details, Bank Details** and **Superannuation Details**. You must complete and provide us a copy of the **ATO Superannuation Fund Choice Form**. You can find the form by clicking [here](#)
- Please complete the **ATO Tax File Number Declaration form** and return to us by email. You can find the form by clicking [here](#)
- Please make sure details are **clear and accurate**. Incorrect information **will delay** payment of your wages.
- Payroll is **processed every Monday** (Tuesday if Monday is a Public Holiday).
- These forms must be received by this office **before wages can be paid**.
- **Email the forms to dore@bakerpersonnel.com.au**
- Timesheets (**signed by you and the client**) must be **emailed** (dore@bakerpersonnel.com.au) to this office **no later than close of business Friday** afternoon. **Client must be left with a signed copy**.
- Pay slips will be emailed to you (please provide Baker Personnel with a current personal email address).

PERSONAL DETAILS

Name (your full name) _____

Postal Address _____

Mobile Phone _____ Email _____

NEXT OF KIN / EMERGENCY CONTACT

Next of Kin Name _____

Relationship _____

Mobile Phone _____ Email _____

BANK DETAILS

Bank _____ Branch _____

BSB Number _____ Account Number _____

Name of Account _____ Type (Cheque/Savings/Other) _____

SUPERANNUATION FUND DETAILS

Provide copy of completed ATO Superannuation Fund Choice Form

Superannuation Fund Name _____

Superannuation Fund SPIN _____ Superannuation Fund USI _____

Superannuation Member Number _____

I have read and fully understand the terms and conditions of my employment with Baker Personnel, as outlined on this form. I also confirm that the details provided by me on this form are true and correct.

Signature _____ Date _____