***BANKING DETAILS***

|  |  |
| --- | --- |
|  **Name:** | Enter Name. |
|  |  |
| **Account Name:** | Enter Account Name. |
| (e.g. A & B Smith or Company name) |  |
|  |  |
| **Bank Name:** | Enter Bank Name |
|  |  |
| **Branch Number (BSB):** | Enter BSB Number |
|  |  |
| **Account Number:** | Enter Account Number |
|  |  |
| **Branch: (Suburb)**  | Enter Branch Location. |
|  |  |
| **Bank Phone Number:** | Enter Branch Phone Number. |
|  |  |

I agree to your company having these details and using them for the Direct Entry of my wages.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature:  |  | Date:  |  / / 20 |

**NOTE:**  If you are with the CBA your pay will clear into your account within 1 day of processing all other banks allow 2 days for clearing of funds. If you are with a Credit or Building Society processing will take anywhere from 2-3 days.

**Pay week begins on Monday and ends the following Sunday**

**Please email all forms to** admin@dglcon.com.au