



UNIVERSITY  
OF TASMANIA

# Financial and Business Services

## Pay Office

### Deduction Authority

Family Name \_\_\_\_\_ Given Names \_\_\_\_\_ Employee Number \_\_\_\_\_

Budget Centre \_\_\_\_\_

I authorise the Pay Office to:

Add the following payroll deduction

Remove the following payroll deduction

Change the amount of my payroll deduction to the following

Company Name	Amount per Fortnight

**The above advice will be actioned in the first available pay. Please check with the Pay Office if you are uncertain as to cut off times.**

If the above deduction is for an approved organisation under the University of Tasmania Workplace Giving Arrangements, I understand that the amount will be deducted from my gross fortnightly salary and my tax will be adjusted in accordance with the ATO PAYG Withholding Tax Tables.

Signature ..... Date .....

Please return the completed form to Pay Office, Locked Bag 1353, Launceston , 7250 or Fax to 63243055