



UNIVERSITY  
OF TASMANIA

# Financial and Business Services

## Pay Office

### Electronic Funds Transfer Authority

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

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

I Authorise the Pay Office to:

Add the following Bank Account to my current payroll disbursement

Remove the following payroll disbursement

Change my Payroll disbursement to the following

Change the amount of my Payroll disbursement to the following

BSB Number	Account Number	Bank Name	Account Name	Amount
6 Digits Maximum	9 Digits Maximum			

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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return the completed form to Pay Office, Locked Bag 1-353, Launceston , 7250 or Fax to 63243055