

# CHANGE OF DETAILS FORM



## SALARY PACKAGING

### 1: PERSONAL DETAILS

Employee Name	Employee Number	Date of Birth
REQUIRED	REQUIRED	REQUIRED

### 2: CHANGE BANK ACCOUNT DETAILS

(PLEASE NOTE: BankVic Everyday and Entertainment VISA Cards are not able to be changed, please don't specify)

Benefit	Account Name	BSB	Account Number	Change being made	Substantiation
				<input type="checkbox"/> Commence/ Current Account <input type="checkbox"/> Cease	<input type="checkbox"/> ID Provided <input type="checkbox"/> Payroll Account (must be Active)
				<input type="checkbox"/> Commence/ Current Account <input type="checkbox"/> Cease	<input type="checkbox"/> ID Provided <input type="checkbox"/> Payroll Account (must be Active)
				<input type="checkbox"/> Commence/ Current Account <input type="checkbox"/> Cease	<input type="checkbox"/> ID Provided <input type="checkbox"/> Payroll Account (must be Active)
				<input type="checkbox"/> Commence/ Current Account <input type="checkbox"/> Cease	<input type="checkbox"/> ID Provided <input type="checkbox"/> Payroll Account (must be Active)

\* If account details don't match an active payroll account, two forms of ID are required to be attached (one must be photo) (these don't need to be certified)

Please stop payment all other accounts not listed above (excluding BankVic Everyday and Entertainment Cards)

REQUIRED	REQUIRED
Employee Signature	Date / /

- To change Super details use **Salary Packaging Super Choice Form** available at [ehsalpack.com.au/faqs-and-forms](https://ehsalpack.com.au/faqs-and-forms)
- All other details are required to be updated with Eastern Health Payroll

