

Direct Deposit Bank Account Authorisation Form

*Staff: Complete **Part 1, Part 2, Part 3** and forward to the Finance Payroll Office*

Part 1: Staff ID#: _____ **Date:** _____

(Please Print)

Name _____

Last _____ *First* _____ *M.I.* _____

Faculty/Section: _____ **Dept/School/Office:** _____

Extension #: _____ **E-Mail Address:** _____

- I hereby authorise The University of the South Pacific (USP) to transfer my salary or payments processed through Accounts Payment to the bank account noted below.
- I agree to notify USP immediately of any changes in information pertaining to my bank account(s)
- I understand USP's payroll office must have at least **ten business days** (from the date payroll receives the form) for a change of bank account(s) to be processed.
- I understand by submitting requests to change my Bank Account details, the specified changes will replace existing Bank Account Details.
- I understand it is my responsibility to verify the payment has been credited to my bank account before withdrawing from the account.

Part 2: Instructions completing this form [Clearly note your bank account details on this form with evidence of ownership of your bank accounts]

Number of Bank Accounts: Payroll allows for two Bank Accounts, which one of the Bank Accounts must be selected for Payments through Accounts Payable (AP). (ie: Per-Diem, Misc Claims).

Bank Account(s) must be in one of the following Fiji Financial Institutions: (Bank Codes)

- | | |
|-----------------------------|--------------------------------|
| 1) WBC - Westpac | 4) BSP - Bank of South Pacific |
| 2) ANZ - ANZ Bank | 5) BRED - BRED Bank |
| 3) BAR - BOB Bank of Baroda | |

- One Bank Account.
 - 1) Specify the Bank Code, Branch and Account Number,
 - 2) Payroll Portion: Will be set to 100% and this bank account will be your AP Bank account.
- Two Bank Accounts: For Both Bank Accounts:
 - 1) Specify the Bank Code, Branch and Account Number
 - 2) Payroll Portion: Note the portion to be paid in the first (#1) Bank Account, either a percentage or amount. [The remaining balance will automatically be deposited to the second (#2) Bank Account]
 - 3) AP (Select One): Place a tick beside ONE of the Bank Accounts for payments through Accounts Payable (AP). **NOTE:** If you do not specify an AP Bank Account, #2 will be selected as your AP bank account.

	Bank Code	Branch	Account Number	Payroll Portion (% or \$)	AP (Select One)
1					
2					

Part 3: Staff Signature: _____ **Date:** _____

Completed by Finance - Payroll Office		Date Received:	
Task	Section	By	Date Complete
Authorise for Data entry	Payroll-Senior		
Data Entry	Finance Systems		
Verify Data Entry	Payroll-Senior		
Inform Staff (By Email)	Payroll-Senior		
File Bank Account Form	Finance Systems		