

Direct Deposit Bank Account Authorisation Form

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

Part 1:

Country/Campus: _____ **Staff ID#:** _____

(Please Print)

Name: _____
Last *First* *M.I.*

School/Dept: _____ **Section/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). (i.e.: Per-Diem, Misc. Claims).

- One Bank Account.
 - 1) Specify the Bank Code (Refer to Page 2), 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 (Refer to Page 2), 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: Please refer to Page 2 to Select Correct Bank Code****

	Bank Code	Branch <i>(If applicable)</i>	Account Number	Payroll Portion (% or \$)	AP – Select one <i>(Only applicable for campus using banner)</i>
1					<input type="checkbox"/>
2					<input type="checkbox"/>

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

Completed by Finance - Payroll Office

Date Received:

Task	Section	Name	Signature	Date Complete
Authorise for Data entry	Payroll-Senior			
Data Entry	Finance Systems			
Verify Data Entry	Payroll-Senior			
File Bank Account Form	Payroll Department			

Bank Codes

Each country have different bank codes for different banks, please select your Bank code (based on your country) for the bank details provided in Page 1.

Country: Fiji Islands		Country: Samoa	
Bank Code	Bank Name	Bank Code	Bank Name
ANZ01	ANZ House	ANZ40	ANZ Samoa
BAR	BOB Bank Of Baroda	BSP10	BSP Bank Of South Pacific Samoa
BRED20	BRE Bred Bank Suva	NBS	NBS National Bank Of Samoa
BSP	BSP Bank of South Pacific SUVA	SCB	SCB Samoa Commercial Bank
HFC01	HFC Bank SUVA	WBC40	WBC Samoa
WBC01	WBC Main Branch	Country: Solomon Islands	
Country: Vanuatu		ANZ11	ANZ Honiara Solomon
NBV	NBV National Bank Of Vanuatu	BSP20	BSP Bank Of South Pacific Honiara
ANZ21	ANZ Port Vila Vanuatu (7 digits)	BRED30	BRE Bred Bank Honiara
BRED	BRE Banque Populaire VANUATU	POB	POB Pan Oceanic Bank
BSP50	BSP Vanuatu bank	WBC15	WBC Honiara Solomon
WAN01	WAN Wanfuteng Bank Vanuatu	DBSI	DBSI Development Bank Solomon
WBC20	WBC Port Vila Vanuatu	Country: Tonga	
Country: Niue		BSP40	BSP Bank Of South Pacific Tongatapu
KIB	KIB Kiwi Bank Niue	ANZ30	ANZ Tonga
Country: Cook Islands		MBF	MBF Bank Tongatapu
BSP30	BSP Bank of South Pacific Avarua Rarotonga	TDB	TDB Tonga Development Bank Tongatapu
BOC	BOC Bank of Cooks	Country: Tuvalu	
Country: Kiribati		NBT	NBT National Bank of Tuvalu
ANZ46	ANZ Tarawa Kiribati	DBT	DBT Development Bank of Tuvalu
Country: Marshall Islands		Country: Nauru	
BOM	BOM Bank of Marshall	BEB	BEB Bendigo Bank Nauru
BOG	BOG Bank of Guam	WBC50	WBC Nauru