

APPRENTICESHIPS QUEENSLAND

CHANGES TO EMPLOYEE/HOST DETAILS:

payroll@apprenticeshipsqld.com.au

NAME: _____

PAYROLL NUMBER: _____ (cross out if not applicable)

ADDRESS: _____

TELEPHONE: _____ MOBILE: _____

EMAIL: _____

BANK DETAILS:*

BANK: _____ BSB: _____

BRANCH _____ ACCOUNT/NUMBER _____

BANK DETAILS TO BE CHANGED FROM W/E: _____

OTHER CHANGES: _____

APP/TRAINEE/HOST

SIGNED: _____ DATED: _____

***Please note that changes to bank details cannot be taken over the phone. The employee/host must complete and sign to authorise any changes to banking information.**

OFFICE USE ONLY

Employees

1. ENTERED ON VETTRAK, PAYROLL/ACCOUNTING DATABASE, FILE COVER SHEET AND SMS DATABASE – DET AMENDMENT FORM WHERE APPLICABLE

SIGNED: _____ DATED: _____
Payroll/Accounts/Admin Payroll/Accounts/Admin

Hosts

2. ENTERED INTO ACCOUNTING DATABASE/VETTRAK

SIGNED: _____ DATED: _____
Accounts/Admin Accounts/Admin