

STAFF-IN-CONFIDENCE (After first entry)

Department of Defence

Defence Employee Bank and Financial Institution Account Authorisation

The Department of Defence requests the provision of bank account details as set out below for the purposes of Net Pay Deposit and Direct Credit payment of allowances and entitlements to staff. This information will be used in ADFPAY, PMKeyS, ROMAN and CENRESPAY. The information provided will only be used by the Department to advise of amend bank account details, and will not be disclosed to any outside agency unless required by law.

DSG Customer Service Centre reference no.

When this form is completed, submit to your nearest DSG Customer Service Centre or unit Orderly room or Financial Services Customer Service Centre.

I hereby authorise the Department of Defence to record and use the details provided for the purposes of Net Pay Deposit and Direct Credit payment of allowances and entitlements to staff. This information will be used in ADFPAY, PMKeyS, ROMAN and CENRESPAY. The information provided will only be used by the Department to insert or amend bank account details, and will not be disclosed to any outside agency unless required by law.

I am engaged as: **Service** **Purpose for completing this form:**

APS employee Navy Creation of new authorisation

Military member Army Amendment of authorisation

Overseas officer RAAF Cease authorisation

Reservist

What pay systems do you authorise these details to alter?

ADFPAY PMKeyS ROMAN CENRESPAY

Date

What date do you want these changes to take effect? (See instruction notes on 'With effect dates').

Part A - Employee's details

PMKeyS employee ID	Service no.	ROMAN no.	
Family name	Given name(s)	Rank or title	Initials
Work phone no.	Home and/or mobile phone no.		

Part B - Bank or financial institution

Bank/State/Branch (BSB) no. (See instructions notes for overseas bank account identification numbers) 802 397		
Account no. (Not a credit or debit card number)	Name of bank or financial institution Australian Defence Credit Union	
Name of account	Town or suburb of bank branch	State and/or country

Part C - Applicant's signature

By signing and submitting this form for processing you are agreeing that your bank account details will be varied in accordance with the information provided. Every effort will be made to ensure that this information is processed on the pay date requested. Please ensure that you have read the instructions notes on 'With effect dates' prior to signing this form. Please do not close your existing bank account until you are aware that your bank account details have been changed.

Signature _____ Date _____

(Office use only)

PMKeyS						
Date entered	Operator initial					
ADFPAY/CENRESPAY entry						
Service	Source	Register	Year	Transaction no.	Transaction type	Operator initials
ROMAN entry						
MSR number	Operator initials	Date entered				

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Department of Defence
**Defence Employee Bank and Financial
Institution Account Authorisation**
Instructions for completion

- Introduction** This form must be completed to provide bank account details to Department of Defence. This form can provide bank account details for the following HR systems: ADFPAY, PMKeyS, ROMAN and CENRESPAY. The information provided will only be used by the Department of Defence to commence, vary or cease bank account details, and will not be disclosed to any outside agency unless required by law.
- Who is to use this form** All military, civilian, reservists and overseas officers are to use this form. It is not to be completed by contractors.
- DSG Customer Service Centre** This form is to be lodged at the nearest Defence Support Group (DSG) Customer Service Centre (CSC). The Customer Service Officer will log the form into the knowledge management system and a reference number will be recorded on the top of the form. The CSC can provide assistance in completing this form.
- With effect pay dates** *(ADFPAY only)* Defence processes pay information two weeks in advance of the current pay day. For example: If today is Thursday pay day, pay cut-off will have been at 12:00hrs on the previous Thursday pay day *(ie a fortnight ago)*. Please contact your nearest Defence Support Group (DSG) Customer Service Centre or 1800 DEFENCE for further information.

Part A - Employee's details

Employee's details You must complete all areas in this section. If any area is not applicable to you, insert N/A.

Part B - Bank or financial institution

- Bank/State/Branch (BSB) number** Enter your Bank/State/Branch (BSB) number. This can be obtained from your bank or financial institution. The BSB in Australia is a six-digit number.
- Overseas bank accounts** If you have an overseas bank account you will be required to provide all details of the account as listed on your bank statement. Please annotate on the form clearly that this is an overseas bank account number.
- Account number** Enter your bank or financial institution account number. This can be obtained from your bank or financial institution. Do not enter your credit card or debit card number.
- Name of bank or financial institution** Enter the full name of your bank or financial institution.
- Name of account** Enter the full name of the account. This can be obtained from your bank or financial institution.
- Town or suburb of bank branch** Enter the town or suburb where your bank or financial institution branch is located.
- State or country** Enter the state and/or country where your bank branch is located.

Part C - Employee's signature

By signing this form you are agreeing that your bank account details will be changed in accordance with the information provided. Failure to sign this form will result in the form being returned, without being processed.

Note: Please do not close your existing bank account until you are aware that your bank account details have been changed.