**EMPLOYEE DETAILS FORM**

*(Net Pay Authority and Taxation Declaration)*

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| 1. **Purpose of Form** *(complete sections of form that apply)*
 |
| [ ]  **New Employee Details** | [ ]  **Contact Details Change** | [ ]  **Bank Details Change** | [ ]  **Tax Details Change** |
| 1. **Employee Details** *(required Information)*
 |
| **District/Directorate:** |       | **ID Number:** |       |
| **Title:** |     | **Surname:** |       |
| **Gender:** |     | **Other Name(s):** |       |
| 1. **Contact Details**
 |
| **Home Address:** |       | **Postcode:** |       |
| **Mailing Address:** |       | **Postcode:** |       |
| **Home Phone:** |       | **Mobile Phone:** |       | **Date of Birth:** |       |
| **\*Email:** |       |
|  | *\* Single sign-on details will be sent to this email address for new casual employees (HRMIS and Intranet sign-on)* |
| 1. **Whole of Net Pay Authority** *(Salary / Wage Deposit Details)*
 |
| **Bank:** |       | **Branch:** |       |
| **BSB:** |       | **Account Number:** |       |
| **Title of Account (e.g. Smith John and Mary):** |       |
| 1. **Taxation Employment Declaration**
 |
|  |
| **Your Tax File Number** |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |  |
|  |
| **Are you a resident of Australia for taxation purposes?***If No is crossed, you cannot claim the tax free threshold on this form. Further information:* [*ato.gov.au/residency*](http://www.ato.gov.au/residency) | [ ]  Yes | [ ]  No |
| **Do you wish to claim the tax-free threshold?***If you may only claim the tax-free threshold from one employer at a time.* | [ ]  Yes | [ ]  No |
| **Do you have an accumulated Study and Training Support Loans (STSL)?** | [ ]  Yes | [ ]  No |
| *Further information regarding Withholding Declaration questions are available at* [*ato.gov.au/forms/withholding-declaration/*](https://www.ato.gov.au/forms/withholding-declaration/) |
| 1. **Superannuation Details**
 |
| [ ]  **I have been informed of Super Choice and provided with the Standard Choice Form***A copy of the form can be found here:* [*Super Choice Form*](https://apps.det.wa.edu.au/docserver/?key=UKJhfRtHnkFap6Vy3GYDst) |
| 1. **Payment Details**
 |
| [ ]  **I have been informed that the Department issues online payslips. Income Statements are only available through myGov.** *Employees need to log into* [*HRMIS*](https://ikon.education.wa.edu.au/-/hrmis-access-1) *to obtain payslips and a* [*myGov*](https://my.gov.au/LoginServices/main/login?execution=e1s1) *account to view Income Statements.* |
| 1. **Working with children** *(complete 1 section only, leave blank if not required for position)*
 |
| [ ]  **Applied for working with children card** | **Application Number:**       | **Expiry Date:**       |
| [ ]  **Current Working with children card** | **WA Notice Number:**       | **Expiry Date:**       |
| 1. **Eligibility to work** *(complete as applicable)*
 |
| [ ]  **Australian Citizen**[ ]  **New Zealand Citizen** | [ ]  **Australian Permanent Resident**[ ]  **Visa Holder** *(Enter type and expiry date)* | **Visa Type:**       | **Expiry Date:**       |
| 1. **Teaching Staff Only**
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| [ ]  **I have been advised of the Recognition of Prior Service and Recognition of 5 Year Trained Status processes.** *Further information can be found on the Department’s* [*IKON page*](https://ikon.education.wa.edu.au/-/apply-for-recognition-of-as-a-five-year-trained-teacher)*.* |
| **TRB Registration Number:**       | **Expiry Date:**       |
| 1. **Declaration and Authorisation**
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| **I declare that the information I have given on this form is complete and correct.** **I further authorise that my net pay be deposited into the above bank, credit union or building society.** *(If provided)* |
| **Signature:** |       | **Date:** |       |