

CHANGE OF PERSONAL DETAILS FORM

You are required to complete this form if any of your personal details have changed.

Under the provisions of the National Privacy Principles as contained in the *Privacy Amendment (Private Sector) Act 2000*, Southgate Salary Packaging Services is required to maintain accurate and up-to-date information regarding our clients.

Please complete this form in **BLOCK** letters only.

EMPLOYEE DETAILS

Employee Name		Date of Birth	
Employer Organisation			

YOUR AMENDED PERSONAL DETAILS

Given Name		Surname	
Residential Address			
Suburb		State	Postcode
Postal Address			
Suburb		State	Postcode
Phone (Home)		Phone (Work)	
Phone (Mobile)			
Fax (Home)		Fax (Work)	
Email (Home)			
Email (Work)			

YOUR AMENDED BANK ACCOUNT DETAILS (for all reimbursements)

Account Name										
BSB Number		Account Number								
Name of Bank										
Branch Address										
Suburb		State		Postcode						

EMPLOYEE DECLARATION

I declare that the information provided on this form is true and correct and authorise Southgate Salary Packaging Services to update their records accordingly.

Employee Signature	
Date	

Please return your completed form to:

Email: support@southgatesalpack.com.au

OR

Fax: 1300 500 150