

**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	

<b>RETURN YOUR COMPLETED CHANGE OF PERSONAL DETAILS FORM TO:</b>		
Southgate Salary Packaging Services PO Box 183, South Melbourne, VIC 3205	OR	Fax: 1300 500 150