

# SINCLAIR

C O N S U L T I N G

## Bank and Taxation Details Form

### **CONFIDENTIAL**

Congratulations on your assignment. Below are requirements for bank account and taxation details. Please complete this form and fax it with your completed timesheet by 3pm on Friday. If bank account details are not received we shall be unable to process your salary. If taxation details are not received within 28 days, taxation will be deducted at the highest rate of "No Tax File Number".

Bank Name: .....

Suburb Branch Located In: .....

Name Account Is Held In: .....

Account Number: .....

B S B Number:

Are you a nominated account holder to this bank account: Yes  No

Tax File Number:

Do you wish to claim the Tax Free Threshold? Yes  No

Do you have any HECS obligations? Yes  No

Residential Address: .....

D.O.B:          
(Day) (Month) (Year)

### **Tax Declaration Forms**

This form is not a replacement for your pink tax declaration form. We still require the original Employee Declaration Form to be returned to Sinclair Consulting Group within 28 days of employment.

### **Details**

Should any of your banking details change, please inform Sinclair Consulting Group's Payroll Division immediately to avoid any problems with your pay.

Due to the Privacy Act we are now unable to verify bank details, therefore we take no responsibility for incorrect details. If any bank fees are received due to incorrect details these charges will be deducted from your salary.