



## change of details

To make changes to your personal details for Artisan's payroll, please complete the following details and return to Artisan Recruitment by facsimile as soon as possible. Your details will be updated on our system and then be forwarded to our payroll service provider - Entity Solutions.

Your details will be kept confidential and will not be divulged to any other party without your prior consent.

### Candidate Contact Details

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ D.O.B (optional): \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Ph: \_\_\_\_\_

### Candidate Bank Details

I understand funds can only be deposited into Australian bank accounts and cannot be deposited into credit card accounts. I give permission to Entity Solutions to verify my account details with my nominated financial institution.

Bank Name: \_\_\_\_\_ Bank Location: \_\_\_\_\_

Your Account Name: \_\_\_\_\_

BSB (6 digits): \_\_\_\_\_ Account Number: \_\_\_\_\_

### Superannuation

You may change which superannuation fund you wish to have your super contributions paid into by nominating your fund details below.

Fund Name: \_\_\_\_\_ Account Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_ Fund Phone #: \_\_\_\_\_

Fund ABN: \_\_\_\_\_ Fund SPIN #: \_\_\_\_\_

Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

If I have not provided acceptable documents already I will do so within 5 business days

#### Internal Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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**artisan**

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