

PLEASE GIVE A COPY OF THIS PDA TO YOUR PAYROLL OFFICE AS WELL AS A COPY TO THE APS BENEFITS GROUP

STEP 1 YOUR PERSONAL DETAILS

TITLE			GIVEN NAME			
PREFERRED NAME			SURNAME			
HOME PHONE		WORK PHONE		MOBILE		
PRIMARY EMAIL				SECONDARY EMAIL		

STEP 2 EMPLOYER DETAILS

EMPLOYER NAME				AGS/EMPLOYEE No.		
DEPARTMENT/UNIT						
EMPLOYER ADDRESS						
SUBURB			STATE		POSTCODE	

STEP 3 DEDUCTION AUTHORITY

WHERE LOAN REPAYMENTS AND MEMBERSHIP SUBSCRIPTIONS ARE REQUIRED,
ONE AMOUNT IS TO BE DEDUCTED FROM MY SALARY

PLEASE DEDUCT FROM MY SALARY THE FOLLOWING AMOUNT(S):

MEMBERSHIP SUBSCRIPTIONS	FORTNIGHTLY	\$	FOR MY MEMBERSHIP SUBSCRIPTIONS
LOAN REPAYMENTS	FORTNIGHTLY	\$	FOR MY LOAN WITH THE APS BENEFITS GROUP
TOTAL PAYROLL DEDUCTION	FORTNIGHTLY	\$	FOR BOTH MY MEMBERSHIP SUBSCRIPTIONS AND LOAN

OR

My circumstances have changed and I now authorise you to change my previous Payroll Deduction Authority of \$ per payroll deduction to \$ per payroll deduction taking effect from the first pay period after/...../

MEMBER SIGNATURE

PRINTED NAME DATE/...../.....

FOR EMPLOYER'S USE ONLY

FORTNIGHT ENDING	DEDUCTION CODE
PROCESSED BY	CHECKED BY