RMO Direct Credit & Bank Deductions Authority

Please return the completed form to your RMO Support Unit/Support Person in the addressed envelope enclosed in your pack

Last Name		**First Name**	
Position (eg, House Officer, Registrar, Fellow)		**Department/Run**	
RC Code (if known)		**Employee Number** (if known)	

Pager Number (if known)	**Mobile Number**	**E mail Address** (most commonly used)
District Health Board (please circle)	Auckland DHB / Counties Manukau DHB / Waitemata DHB	

RMO Signature:…….. **Date:**……..

I authorise Payroll Services to: PLEASE ATTACH BANK DEPOSIT SLIP

NET PAY **This must be an account in your name**

☐ **START PAYING** my net salary/wages each pay by Direct Credit into my bank account, as follows:

Bank: _____

Bank	Branch	Account Number	Suffix

If suffix is two digits, please leave last box empty

☐ **CHANGE** the account into which my net salary/wages is paid each pay into my bank account, as follows:

From
Bank: _____

Bank	Branch	Account Number	Suffix

To
Bank: _____

Bank	Branch	Account Number	Suffix

If suffix is two digits, please leave last box empty

DEDUCTIONS (one only) **This must be an account in your name**

☐ **START DEDUCTING** from my salary/wages each pay, the sum of $ _____ into my following bank account:

Bank: _____

Bank	Branch	Account Number	Suffix

If suffix is two digits, please leave last box empty

☐ **CHANGE** the amount currently deducted from my salary/wages each pay from $ _____ to $ _____:

Bank: _____

Bank	Branch	Account Number	Suffix

If suffix is two digits, please leave last box empty

☐ **CANCEL** the amount of $ _____ currently deducted from my salary/wages each pay from the following bank account:

Bank: _____

Bank	Branch	Account Number	Suffix

If suffix is two digits, please leave last box empty

Banks into which lodgements can be made:

15 Digit account numbers required: ANZ, ASB, BNZ, National Bank NZ, Post Bank, Westpac Trust, Kiwi Bank.

16 Digit account numbers required: Countrywide Bank.

9 Digit account numbers required: P.S.I.S. (complete Account Number and Suffix areas only).

NB Payments and Deductions cannot be made directly to a Credit Card account.

Note: Payroll Services will not process your request if you do not provide the correct number of digits.