



**STAFF-IN-CONFIDENCE**

Department of Defence and Toll Transitions



# Direct Credit Authorisation

The Department of Defence and Toll Transitions require you to complete this form to provide them with your bank account details as set out below for the purpose of Direct Credit payment of allowances and entitlements (other than salaries) to staff. This information you provide is safeguarded by the *Privacy Act 1988*, which prevents the information from being used other than for the purposes for which it is collected.

The information provided will be collected and used by the Department of Defence and Toll Transitions to process your relocation allowances and entitlements, and lodge payment via Electronic Funds Transfer (EFT) directly into your bank account. As part of this process your particulars will be inserted or recorded as a direct credit vendor on the Resources and Output Management and Accounting Network (ROMAN) and Toll Transitions Finance System. As part of Toll Transitions' responsibility for Defence relocations, details may be used by either the Department of Defence and/or Toll Transitions.

You must be aware that in certain circumstances, this personal information may be provided to other organisations on a need-to-know basis, for reasons such as law enforcement, or in connection with legal proceedings. Please see overleaf the list of organisations included for these purposes.

## Staff details

I authorise the Department of Defence and Toll Transitions Australia to record and use the details provided for the purpose of Direct Credit payment of Departmental allowances and entitlements. I also authorise the release of information contained in this form to any of the organisations listed overleaf.

Rank or Title		Vendor Number (if known)	
<input type="text"/>		<input type="text"/>	
Service		Service Number	
<input type="text"/>		<input type="text"/>	
Employee ID Number		AGS Number	
<input type="text"/>		<input type="text"/>	
First Given Name	Middle Initial	Surname	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Current Work Address			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
Current Telephone Number			
<small>(Home)</small>	<small>(Work)</small>	<small>(Mobile)</small>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Bank or Financial Institution Name		BSB (Bank State Branch) Number	
<input type="text"/>		<input type="text"/>	
Town or Suburb		<small>This must be a six digit number</small> State	
<input type="text"/>		<input type="text"/>	
Account Name		Account Number	
<input type="text"/>		<input type="text"/>	
<small>Not credit or debit card number</small>			

**The information I have provided in this application is true and correct. I am aware that the giving of false or misleading information, documents or statements to the Department of Defence and Toll Transitions is a serious offence under the *Commonwealth's Criminal Code 1995*, and that the *Criminal Code* imposes substantial penalties, including imprisonment for committing these offences.**

**Member's signature**

**Date**



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**PLEASE NOTE**

Organisations to whom this personal information may be provided on a need-to-know basis, for reasons such as law enforcement, or in connection with legal proceedings include: Centrelink, the Australian Taxation Office, Courts or Tribunals, Commonwealth or State Departments/Agencies where there is an obligation under law to provide it, Department of Family and Community Service, Law enforcement agencies including the police, Defence's and Toll Transitions' legal representatives.

All members undertaking relocation are required to complete and submit this **Direct Credit Authorisation** form. This is a new form, distributed only in the Relocations Pack. It is used in the Relocations Pack instead of the Department of Defence Direct Credit Authorisation Form AC 839, but it does not replace the use of Form AC 839 in any other circumstances.

This **Direct Credit Authorisation** form will enable both the Department of Defence and Toll Transitions to process your relocation allowances and entitlements, and lodge payment via Electronic Funds Transfer directly into your bank account.

It has been approved by the Department of Defence Financial Services Branch, sponsor of the Department of Defence Chief Executive Instructions (CEIs).

If you have any questions about the **Direct Credit Authorisation** form, please contact your local Relocation Service Centre (RSC).

**Office use only**

Operator Name	Signature	Date entered