



Australian Government

Department of Sustainability, Environment, Water, Population and Communities  
Australian Antarctic Division

## AUSTRALIAN ANTARCTIC PROGRAM- SALARY PARTICULARS

*(Please complete both sides)*

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

Residential Address: \_\_\_\_\_  
 \_\_\_\_\_ State: \_\_\_\_\_ P/Code: \_\_\_\_\_

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

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_ State: \_\_\_\_\_ P/Code: \_\_\_\_\_

*If postal address is same as residential address write "as above"*

Any changes to your address details must be notified to Pay & Conditions in writing

Payday is every second Thursday. You can be paid by direct deposit to an Australian Building Society, Credit Union or Bank account. Payslips are available at least the day before payday via the AAD intranet Employee Self Service (ESS) facility. You will be provided with access to this facility on commencement.

**Any changes to the following arrangements must be notified to Pay & Conditions Services in writing.**

Please provide your account details for net pay deposits:

Name of Financial Institution \_\_\_\_\_

Branch Address \_\_\_\_\_

Account in Name(s) of \_\_\_\_\_

Financial Institution ID (BSB) \_\_\_\_\_ (must be 6 digits)

Account Number \_\_\_\_\_ (maximum 9 digits)

You can also arrange deductions from your fortnightly pay (after tax) to another financial institution-

Please provide account details for deductions to another financial institution:

Name of Financial Institution \_\_\_\_\_

Branch Address \_\_\_\_\_

Account in Name(s) of \_\_\_\_\_

Financial Institution ID (BSB) \_\_\_\_\_ (must be 6 digits)

Account Number \_\_\_\_\_ (maximum 9 digits)

Fortnightly amount of deduction \_\_\_\_\_

There is provision to deduct ongoing payments to superannuation and life insurance funds, union dues and health insurance deductions from your fortnightly pay (after tax). If required please list below-

Deduction Recipient	Address	Amount per fortnight
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Superannuation (please indicate)-**

I want my employer superannuation payments made to the following fund-

PSSAP
   A fund of my choice  
  PSS/CSS

(You will also need to complete the Superannuation Choice form or Scheme membership election forms to support this - Please contact Pay & Conditions if you have any queries)

I intend to make voluntary (after tax) employee payments to my super fund and will advise Pay & Conditions of the fortnightly amount in writing.

**If you will be in Antarctica at the end of the financial year and require extension of your tax return due date please complete the following:-**

Your Payment Summary-

Your Taxation Payment Summary (group certificate) will be available via ESS in early July.

Lodging your Tax Return-

You have from 31 July to 31 October to lodge your tax return unless it is prepared by a registered tax agent. If you do not have a tax agent you may be able to lodge your tax return from Antarctica using ATO E-Tax at [www.ato.gov.au](http://www.ato.gov.au). If you do not have a tax agent and do not believe you will be able to lodge your return via E-Tax the AAD can request the ATO to provide you with an extension of your tax return due date. (Please note this service does not apply to tax returns for a financial year ending prior to your departure to Antarctica)-

I \_\_\_\_\_ (full name) authorise the AAD to request an extension of my ATO tax return due date occurring during my period of Antarctic service. I last lodged a tax return for the financial year \_\_\_\_\_ with the \_\_\_\_\_ branch of the ATO.

My TFN is: \_\_\_\_\_

If you have any difficulties completing this form please contact Pay & Conditions on 1800 030 755 (toll free)

Signature \_\_\_\_\_

Date \_\_\_\_\_