Direct Credit Cancellation Request Form

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| **Employee Details** |
| **Family Name:**  | **Given Name(s):** | **Employee ID:** |
|  NOTE: There is NO provision to replace a cancelled pay in eduPay. If a pay is cancelled the employee will be paid in the next available pay period. |
| To cancel a Direct Credit on eduPay, provide the following banking information for each bank account associated with the Net Pay.Pay Day Dated Enter the Total Net Pay to be Cancelled |
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| **Information: If**  **employee have multiple bank account distributions? If so provide details of each Pay Distribution below.** |

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| **Bank Accounts** | **Account Name** | **BSB** | **Account Number** | **Distribution Amount $** |
| Main account 1 |  |  |  |  |
| Additional Bank 2 |  |  |  |  |
| Additional Bank 3 |  |  |  |  |
| Additional Bank 4 |  |  |  |  |
| Additional Bank 5 |  |  |  |  |
|  |  |  | Total Distributions(1+2+3+4+5) |  |
| **Reason for Cancellation** |  |
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| **Declaration: By signing below, I authorise the cancellation of the direct credit arrangement mentioned above.** |
| **Employee Signature:**  | **Date:** |

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| **Cancellation Requested by** |
| **Requested By:** **Manager/ Executive Director** | **Signature** |
| **Date** | **Contact Number** |

*Please ensure all necessary details are filled accurately to avoid processing delays.Sign, Scan and email to* ***vcaa.hr@education.vic.gov.au***

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|  *A copy of the recalled payslip must be included with the request* |
|  *Cancellation requests must be received by* ***4.00 pm on the Tuesday*** *of Pay Week.* |

 *If you have any questions or require assistance, feel free to contact Human Resources on* ***1800 718 320****.*