

Non-NT Government employee payroll deduction form

This form is for employees outside of the NT Government to arrange rent deductions from their wages.

You can return the completed form to your Housing Officer who will send it to your nominated employer contact. You will need to make sure your employer contact details are accurate to ensure your deductions can commence.

Employee details

Client TMS account number			
Title (please circle)	Mr / Mrs / Miss / Ms / Other	Date of birth	
Family name			
Given names			
Residential or community address			
Phone number		Other contact	

Nominated employer

Employer			
Contact name			
Employer postal address			
Contact number		Fax number	
Email			

Deduction request

Change New Cease

Deduction description	
Rent / Maintenance levy	\$
Rent arrears	\$
Bond	\$
Bond Assistance	\$
Ceased accounts	\$
Excess water	\$
Maintenance	\$

Fortnightly deduction effective from:

Your next available payment date

OR Future payment date of / /

Statement of privacy

The Department of Housing and Community Development only collects personal information which is necessary for the performance of its operations and provision of services. If you do not provide the information requested, we may not be able to assist you. The department will not release your personal information to a third party without your consent or unless it is required or authorised by law in accordance with the provisions of the *Information Act* (NT) and Information Privacy Principles at schedule two. You have a right to access and correct any information held relating to you by the department.

If you have any queries or concerns about how your personal information is collected and used, please contact the Information Access Unit on 08 8999 8490, email infoact.DHCD@nt.gov.au or write to GPO Box 4621, Darwin NT 0801.

Employee declaration

I, (full name)

- Authorise the details in this form to be sent to my nominated employer on this form.
- Wish to commence my rent and/or any other deductions outlined in this form from my regular income.
- Understand my personal information will be treated in a confidential manner in accordance with the Information Privacy Principles at schedule two of the *Information Act* (NT).
- Understand my information will only be disclosed between my employer, nominated on the front of this form, and the Department of Housing and Community Development.
- Am able to access and correct any information held about me.
- Can withdraw this deduction in writing at any time.

Signature		Date	
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Employer processing instructions

- Only one payment type should be processed per transaction.
- Transaction reference number should include the Client's TMS account number on the front of this form. This number must be a seven digit number starting with 7.
- Deduction descriptions should be entered in the reference field of each transaction. E.g. 7123456 ExcessWater H Smith, 7987654 Rent H Smith etc.
- Please contact the Department of Housing and Community Development on the number below, if you have any queries regarding this form.

Please make deductions payable to:

Account name	Department of Housing and Community Development	BSB	085461
Bank	National Australia Bank	Account number	512610006

OFFICE USE ONLY - DHCD staff to complete

Group number		TRM number	
DHCD staff name			
DHCD contact number		Date sent to employer	