

'ONE-OFF' (LUMP SUM) SALARIES PAYMENT – NON STAFF

To be used for a 'one-off' payment to a person not registered as a company for work (e.g. overseas teaching) and costed as a lump sum that is not related to standard agreement rates.

Please note: This form is **NOT** to be used for existing University Staff (see Form 6.02g/3g)

DETAILS OF APPOINTEE:

Faculty/Office: _____ Discipline/Unit: _____

Previously employed by the University? No Yes - Employee number: _____

Family Name: _____ Other Names: _____

Title: _____ Gender: Male Female Date of Birth: ___/___/___ Phone (h): _____

Home Address: _____ State: _____ Post code: _____

Postal Address: _____ State: _____ Post code: _____

Is the person a Permanent Resident?: Yes No

Citizenship: Australia New Zealand Other - * Attach a photocopy of visa from passport

Current **Tax** form: attached **OR** already supplied this year and unchanged.

Current **Banking Authority** form: attached **OR** already supplied this year and unchanged.

Qualifications: _____

Appointee's Signature: _____ Date: ___ / ___ / ___

PAYMENT DETAILS:

Generic Position No.: _____ Position Title: _____

Work performed during the period from: ___/___/___ to ___/___/___

Nature of Work Performed: _____

Is this payment tax-free? (Royalty Payments **ONLY**): Yes No

Total Amount Claimed: \$ _____ Account Code: _ _ _ _ _ % A/C: _____

Account Code: _ _ _ _ _ % A/C: _____

I recommend that payment of the above Lump Sum be made.

Supervisor's Signature: _____ Date: ___ / ___ / ___

Payment Approved: _____ Date: ___ / ___ / ___
Head of Faculty/Office or other Financial Delegate

HR USE ONLY:

Processed/entered: _____ (inits) ___ / ___ / ___ Checked: _____ (inits) ___ / ___ / ___