



Complete this form for Payroll to make special or one off payments to ministerial agents.

For the month of year

Congregation name

Parish account number

Pay to

Full name

Address

Phone

Email

Date of birth

Payment details *(please remit by the 5th of each month)*

Description of payments	Amount

Direct Deposit

date Dep Ref

To be paid from

Direct Debit

Account name

BSB

Account number

Authorised signature

Full name

Contact number

Cheque enclosed

Bank Branch

Drawer Cheque No

Office use only	RECDD/JNL #:	Copy to S/P folder:
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