

# BOOKSHOP PAYROLL DEDUCTION AUTHORITY

Fixed Term and Continuing Employees only ( not available to casual employees )



## 1. EMPLOYEE

Payroll Number

Bookshop Account (if different)

Family name

Given names

Department

Campus

## 2. AGREEMENT

Fortnightly Deduction

minimum \$15 per fortnight

Total to Deduct

leave blank for ongoing deduction

Commencement Date

**I authorise** the above amount to be deducted from my fortnightly pay from the above date until when I either cease employment or notify the Bookshop I no longer require an ongoing deduction. I understand that if I cease employment with the university, any outstanding balance will be deducted from my final salary payment. If my final salary payment is insufficient to cover the outstanding debt, I will liaise with the Bookshop to make alternate repayment arrangements within 30 days or my account will be passed to the CQUniversity Australia Finance Division for debt collection.

Employee signature

Date

Email application to [bookshop-accounts@cqu.edu.au](mailto:bookshop-accounts@cqu.edu.au) (where possible please use your CQUniversity email account to submit your application)

Alternatively post your application to **Bookshop Accounts, Building 35, Bruce Highway, Rockhampton North QLD 4701**

### BOOKSHOP USE ONLY

INVOICE/CUSTOMER NUMBER

INVOICE ATTACHED

DEDUCTION CHECKED  
AND AUTHORISED

DATE

> SCAN AND EMAIL TO [PAYROLL@CQU.EDU.AU](mailto:PAYROLL@CQU.EDU.AU) FOR PROCESSING

### PAYROLL USE ONLY

ENTERED

DATE

CHECKED

DATE

FNE