

# BOOKSHOP PAYROLL DEDUCTION AUTHORITY

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

Terms and Conditions Apply - see below

For privacy and security, refer [bookshop.cqu.edu.au/terms.asp](http://bookshop.cqu.edu.au/terms.asp)



## 1. EMPLOYEE DETAILS

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 and credited to my Bookshop account 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. I have read and fully understand the CQUni Bookshop Terms and Conditions ( [bookshop.cqu.edu.au/terms.asp](http://bookshop.cqu.edu.au/terms.asp) ) and agree to abide by them.

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