Defence Housing AUSTRALIA

Direct credit authorisation

Instructions

The Department of Defence and Defence Housing Australia (DHA) require you to complete this form. The information you provide is safeguarded by the *Privacy Act 1988*, which prevents the information from being used for any purpose other than which it is collected.

The information provided will be collected and used by the Department of Defence and DHA to process your advances, and lodge payment via Electronic Funds Transfer (EFT) directly into your bank account. As part of this process your particulars will be inserted or recorded as a direct credit vendor on the Resources and Output Management and Accounting Network (ROMAN) and Defence Housing Australia SUN Finance System.

You must be aware that in certain circumstances, this personal information may be provided to other organisations on a need-to-know basis, for reasons such as law enforcement, or in connection with legal proceedings.

Personal details

Service number

Employee ID

Rank

Family name

Given name

Middle Initial

Current unit/base

Address

State Postcode

Contact phone number(s)

Work ( )

Home ( )

Mobile

Bank details

Name of bank or financial institution

Town/Suburb
(where account is held/opened)

State

Account details

IMPORTANT:
You must ensure that your bank account details are correct.

- BSB number must be 6 digits.
- account name and number are fully written out.
- name must include the middle name, title and other persons that may be applicable to the account.

If these details are incorrect, your payment can be rejected or paid to the wrong person and you will experience an unnecessary delay in payment.

BSB (Bank State Branch) number

Account number

Full account name(s)
(List all names on the account)

Signature

Please print and then sign and date the form

Date

Clear

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