

## OneSchool Finance Payment Details Form

Supplier Type	<input type="checkbox"/> Homestay <input type="checkbox"/> Parent <input type="checkbox"/> General (Reimbursement)		
Parent section:	<input type="checkbox"/> ICT Subsidy <input type="checkbox"/> Textbook Allowance		
Please Select Reason for Payment	<input type="checkbox"/> Student Left School <input type="checkbox"/> Student from another School		
	<input type="checkbox"/> Parent Reimbursement (if student record can't be used, please state reason below)		
General Reimbursement Reason (e.g. Bond Refund)	<input style="width: 100%;" type="text"/>		
Name	<input style="width: 100%;" type="text"/>		
Student Name (if applicable)	<input style="width: 60%;" type="text"/>	Year Level	<input style="width: 20%;" type="text"/>
Street No. / Name	<input style="width: 100%;" type="text"/>		
Suburb	<input style="width: 60%;" type="text"/>	Postcode	<input style="width: 20%;" type="text"/>
Phone	<input style="width: 100%;" type="text"/>		
Mobile Number	<input style="width: 100%;" type="text"/>		
Email Address (please print)	<input style="width: 100%;" type="text"/>		
BSB	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
Bank / Branch	<input style="width: 100%;" type="text"/>		
Account Number (maximum 9 digits)	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>
Bank Account Name	<input style="width: 100%;" type="text"/>		

If bank details are not provided a Cheque Payment will be issued

Name (person completing form)	<input style="width: 100%;" type="text"/>
Signature (must be original signature)	<input style="width: 100%; height: 40px;" type="text"/>
Date	<input style="width: 100%;" type="text"/>

**Please return this form directly to the School**

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*Privacy Statement:*

*The Department of Education is collecting your personal information and banking information in accordance with the Education (General Provisions) Act 2006 (Qld), Financial Accountability Act 2009 (Qld), and Financial and Performance Management Standard 2009 (Qld) in accordance with the Information Privacy Act 2009 (Qld), in order to process your finance payment request. Your personal information and banking information will only be accessed by the department's accounts payable team. Your personal information and banking information will not be provided to any other person without your consent, or in response to lawful requests from public authorities.*

