

NTG employee payroll deduction Form

This form is for Northern Territory Government (NTG) employees to arrange rent deductions from their wages. You will need to return the completed form to your Housing Officer. This completed form will then be sent onto your relevant payroll team. You are required to provide your AGS number on this form to ensure correct deduction.

Employee details			
NT Government AGS number			
NT Government Department			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other	Date of birth	/ /
Full name			
Residential/ Community address			
Work phone		Mobile	
Email			
Deduction request			
TMS Group number		TMS Account number	
<input type="checkbox"/> Commence new deduction <input type="checkbox"/> Cease existing deduction <input type="checkbox"/> Change existing deduction			
Deduction description	Amount	Frequency	
Rent / Maintenance levy	\$	Fortnightly	
Rent arrears	\$	Fortnightly	
Security deposit	\$	Fortnightly	
Bond assistance	\$	Fortnightly	
Ceased accounts	\$	Fortnightly	
Excess water	\$	Fortnightly	
Maintenance	\$	Fortnightly	

Deduction commencement			
Start date (choose one only)	<input type="checkbox"/> From my next available payment date	<input type="checkbox"/> Future payment date	
If you selected a future payment date, provide start date	/ /		
Deduction description			
I,			(Full name)
<ul style="list-style-type: none"> • Authorise the details in this form to be sent to my nominated employer on this form. • Wish to commence my rent and/or any other deductions outlined in this form from my regular income. • Understand my personal information will be treated in a confidential manner in accordance with the Information Privacy Principles at schedule two of the <i>Information Act 2002</i> (NT). • Understand my information will only be disclosed between my employer, nominated on the front of this form, and the CEO (Housing). • Can access and correct any information held about me. • Can withdraw this deduction in writing at any time. 			
Signature		Date	/ /
Employer processing instructions			
<ul style="list-style-type: none"> • Only one payment type should be processed per transaction. • Transaction reference number should include the client's TMS account number on the front of this form. This number must be a seven digit number starting with 7. • If you have any queries regarding this form, please contact the Department of Territory Families, Housing and Communities Finance Unit on (08) 8999 8888 or via email TFHC.bankingenquiries@nt.gov.au. 			
Declaration			
<p>Disclaimer</p> <p>The CEO (Housing) collects only your personal information, which is necessary to provide housing assistance under the <i>Housing Act 1982</i> and its regulations. If you do not provide the requested information we may not be able to provide you with assistance. The information collected will not be disclosed to anyone without your consent unless it is required or authorised by law in accordance with the Information Privacy Principles at Schedule 2 of the <i>Information Act 2002</i> (NT). You have a right to access and correct the information held about you.</p> <p>If you have any queries or concerns, please contact the Freedom of Information Department of Corporate and Digital Development on (08) 8999 1793, email FOI@nt.gov.au or write to PO Box 2391, Darwin NT 0801.</p>			

Office use only - Please circle relevant RM code below			
RM0617 (Remote Community Housing)		RM9065 (Public Housing)	
RM0615 (Government Employee Housing)		RM0011 (Address - Private Head Leasing)	
Private Head Leasing (Salary Sacrifice) NEPTER		Other, please identify RM code:	
Staff name		Staff contact number	
Date sent to payroll	/ /	Date sent to employer	/ /
TRM number			