



**HUMAN RESOURCES
ONE-OFF PAYMENT FORM**

School/Admin dept See page 2 for payment definitions

SECTION 1 - PERSONAL DETAILS

Employee number Title Family name
 First names DOB (dd/mm/yy)
 Gender Home tel. no.
 Address (postal) P/code

SECTION 2 - AUSTRALIAN BANK DETAILS

Please note that payments cannot be made to credit cards

Account in the name of Account no.
 Name of bank Bank branch
 Bank State Branch (BSB) **NB:** payments will be credited to the bank account on the next available pay day.

SECTION 3 - PURPOSE & NATURE OF PAYMENT

Date	Purpose of payment request <i>(please provide full explanation)</i>	Amount (\$Aus)
TOTAL		\$

Honorarium (non-staff) eg marking thesis. Use pay code 612 Allowances for living expenses. Australian residents. Pay code 610
 Other one-off payment eg seminar, consulting Use pay code 012 Allowances for living expenses. Non-Australian residents. Pay code 611. Send form to Financial Services (double tax indemnity).

NB: if no Tax File Number (TFN) Declaration form is supplied, payment will be taxed at the highest marginal rate.

Special instructions

SECTION 4 - ACCOUNTS TO BE CHARGED

Business unit Project/grant Account %
 Business unit Project/grant Account %

SECTION 5 - APPROVAL

In approving this payment, I confirm that: I am an authorised officer as delegated by the Head of School/Admin dept; funds are available and I have adhered to University Finance Manual guidelines (refer www.admin_fin.uwa.edu.au/fm/fm_contents.asp).

Name (please print)

Signature of Head of School/Admin dept or authorised nominee

Contact number/extension

Date (dd/mm/yy)



ONE-OFF PAYMENT DEFINITIONS

TERM	DESCRIPTION/REQUIREMENTS	ONCOSTS CHARGED
Honorarium	Voluntary fees for normally unpaid services, especially professional, services. Honorariums include payment (usually up to \$450) for marking of thesis.	PRT only
Other one-off payments	Usually where an amount of money/rate has been agreed between parties, eg, seminar, consultancy, workshop.	PRT ELA UniSuper Award Plus Plan (APP) PRT on UniSuper APP
Allowances for living expenses	Please specify the fortnightly allowance to be paid to the visitor. If the allowance is to be paid to an overseas visitor, please forward the completed form to Financial Services If the allowance is to be paid to a visitor who is an Australian resident, please ensure the visitor's bank account details are entered on the form before forwarding it to Human Resources.	No oncosts