Payroll Contact Nominee Form

AccessPay

GENERAL INFORMATION:

- In connection with its Services Agreement with AccessPay for the provision of payroll services, this form is to be completed by the Representative (as nominated in the form) of the Employer for the purposes of nominating an individual ("Nominee") to access the payroll portal ("Portal") on its behalf in order to obtain information for payroll purposes.
- Please complete the compulsory fields (containing an asterisk).
- Please ensure you have read and understood the Terms & Conditions included in this form ("T&Cs").
- Send completed and signed form to us at **customerservice@accesspay.com.au**

Section 1: Employer General Information (Information required to identify Employer and in the event we require further details)

Employer name* | ABN*

Representative's details

Title* | Full name*

Position*

Email* | Contact number*

(the "**Representative**")

Section 2: Nominee General Information (Information required to allow the Nominee access to the payroll portal on your behalf)

Title* | Full name*

Date of Birth* / / | Position*

Is the nominee an AccessPay subscriber?* (Yes/No) | If yes, what is their subscriber number?

Email* | Contact number*

Mobile Contact number*

(the "**Nominee**")

Section 3: Employer Authorisation (Please select all systems and information listed below that the Nominee requires access to)

Employee Terminations*	☐ Yes	☐ No	New Employees*	☐ Yes	☐ No
End of FBT Year Reports*	☐ Yes	☐ No	Pay Cycle Employee*	☐ Yes	☐ No
FBT Reconciliation Reports*	☐ Yes	☐ No	Off Cycle / Adhoc*	☐ Yes	☐ No
FBT Summary*	☐ Yes	☐ No	Bank Remittance File*	☐ Yes	☐ No
ITC (GST) Reports*	☐ Yes	☐ No	Company Vehicle Information*	☐ Yes	☐ No
Monthly Bank Reconciliations*	☐ Yes	☐ No	Existing Employee Updates*	☐ Yes	☐ No
			Company Vehicle Default Override Information*	☐ Yes	☐ No

Section 4: Representative's Signature (Information required to identify Employer and in the event we require further details)

By signing this form, I:

(a) confirm that I have authority from the Employer to complete and submit this form on its behalf;

(b) authorise the Nominee to be an approved contact on the Portal and to have access to all of the systems and information selected in Part C of this form; and

(c) acknowledge and accept each of the T&Cs.

Representative's Signature*	
Date Signed*	

Section 5: Terms and Conditions

The Employer and its Representative shall be referred to as "you" (as applicable) throughout these T&Cs, and AccessPay will be referred to as "we" or "us" or "our".

1. You agree that at all times you must not allow any other person, other than the Nominee, to use the Nominee's login details (being the unique username and password provided to you by us, which is required to access the Portal) ("Login Details") and that you must ensure that the Login Details are kept confidential and secure.
2. You must notify us in the event of an actual or suspected breach of security or any unauthorised use of the Login Details.
3. You must not, and must ensure the Nominee does not, access or use the Portal for any purpose that is unlawful or prohibited by any terms of use of the Portal.
4. In handling the information provided to us in this form we will comply with our Privacy Policy, accessible at https://accesspay.com.au/privacy/
5. In the event that the Nominee ceases employment with the Employer (for whatever reason) you must immediately notify us in writing of their departure. If we have not been notified of the Nominee's departure, we do not accept any responsibility for the Nominee accessing the Portal (and the information contained within the Portal) following cessation of their employment.
6. We are not responsible for the way that the you or the Nominee handles or uses the information derived from the Portal.
7. You authorise us to provide access to the Portal to the Nominee, including to those systems and the information selected by you in Part C of this form.
8. You represent and warrant that all information provided to us in this form is true and accurate.
9. The laws of the State of New South Wales shall govern these T&Cs and the parties submit to the non-exclusive jurisdiction of the courts of New South Wales and the Federal Court of Australia.