

Employer Name:

Employer Number:

Contact Name:

Telephone:

Email:

Payment Date:

**\*\*\*\*\* REQUIREMENTS \*\*\*\*\***

As a SEET Employer you are required under your relevant Industrial Agreement to make long service leave contributions to SEET on behalf of your employees. This enables you to claim a tax deduction in the current financial year. An arrears process is in place to follow up contributions.

**email to: mail@seet.com.au**

EMPLOYER CONTRIBUTION ADVICE FOR PERIOD: \_\_\_\_\_ to \_\_\_\_\_ Eg. 1/1/2016 to 31/1/2016

Member Number	Member Name	Date of Birth	Weeks	Gross OTE This Period	3.25% Due This Period	If started or terminated – Date
* New:						
Address						
* New:						
Address						
* New						
Address						
Enter members alphabetically by surname. * For new employees, please complete Name, DOB and address details above. Please <b>EFT to National Bank: BSB 083 001 Account 55 894 9450</b> or make cheque payments payable to SEET Pty Ltd. <b>Use your Employer Number as EFT reference.</b> You must pay for weeks actually worked by your employees. Payments are due monthly within 7 days of the last day of the Payment Period. On completion, please send this form to us to the above email address above or post to address below.				Page Total		
				Grand Total		