Marlin HR
Employer Information Form

Company Details

Trading Name

Company Name

ABN

ATO Branch Code

Address Line 1

Address Line 2

Suburb

Postcode   State

Payroll Contact

Telephone   Fax

Email Address

Banking Details

Abbreviation Code   *(e.g. NAB, 3 Character Maximum)*

User ID Number   *(Contact your bank for this number, 6 Character Maximum)*

BSB   Account No.

Account Name   *(26 Character Maximum)*

Remitter Name   *(16 Character Maximum)*

Lodgement Reference   *(18 Character Maximum)*

(This Lodgement Reference will appear on employee's bank statement)

Pay Details

Marlin HR can operate up to 1 Weekly, 1 Fortnightly and 4 Monthly pay cycles simultaneously.

Last Day of Week (e.g. Sunday) paid in: 'Pay To' Date required on first payrun in Marlin HR:

Weekly Cycle   /   /

Fortnightly Cycle   /   /

Last Day of Month (e.g. 15th, Last) paid in: 'Pay To' Date required on first payrun in Marlin HR:

Monthly Cycle 1   /   /

Monthly Cycle 2   /   /

Monthly Cycle 3   /   /

Monthly Cycle 4   /   /

System Defaults:

Normal Hours Per Day   Default Pay Cycle: ☐ Weekly ☐ Fortnightly ☐ Monthly

Normal Hours Per Week

Normal Hours Per Fortnight   % Employer Contributed Superannuation

Normal Hours Per Month   % Additional Employer Contributed Superannuation