



Payroll Bureau Service

Uniting Church in Australia – Presbytery and Synod of South Australia
ABN 25 068 897 781

Memorandum of Understanding Change of Representative

CONGREGATION/ORGANISATION: _____

Complete this section if you have changed your ATO contact person.

ATO Contact

The Congregation authorises The Payroll Bureau Service of The Uniting Church in Australia Property Trust (SA), Registered BAS Agent 20491000, to represent this business entity in communication with the Australian Taxation Office regarding payroll-related components of the Activity Statement.

Congregation's Authorised Australian Taxation Office Contact

Sign Here
Print Name and Position

Date:

Complete this section if you have changed personnel authorised to contact Payroll Services Bureau in relation to Payroll matters.

Key Contacts

Congregation – Congregation to complete

Congregation Authorised Person

Name: _____

Position Held: _____

Contact Phone No: _____

Congregation Authorised Person - Delegate

Name: _____

Position Held: _____

Contact Phone No: _____

Payroll correspondence including Payroll Tax Invoice Statement – Congregation to complete

Confidential Email Account Address: _____

Payroll Bureau Service

The contact hours for the Payroll Bureau Service are 8.30am – 4.30pm Monday to Friday (excluding Public holidays)

Telephone: (08) 8236 4241 Email: payroll@sa.uca.org.au

Please complete and return this Memorandum of Understanding change of representative to the Uniting Church SA Presbytery and Synod Office;

Attention: Payroll Bureau Service
GPO Box 2145,
Adelaide SA 5001

Telephone: (08) 8236 4241 Email: payroll@sa.uca.org.au