

# Personal and Direct Banking Confirmation Form for Long Service Leave Payments

As of December 2025

## Collection notice

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of facilitating payment for employment. The VCAA will not use or disclose the personal information collected in this form except in connection with the abovementioned purpose, unless consent from the relevant individual is provided, or the VCAA is authorised or required by law to do so. An individual may request access to personal information the VCAA holds about them, and request its correction if inaccurate. To access personal information held by the VCAA, contact the VCAA Privacy Officer at: [privacy.vcaa@edumail.vic.gov.au](mailto:privacy.vcaa@edumail.vic.gov.au). The VCAA Privacy Policy can be found at: [vcaa.vic.edu.au/footer/privacy-policy](http://vcaa.vic.edu.au/footer/privacy-policy)

All Sections of this form must be completed, including your signature confirming your employment status with VCAA.

## SECTION 1: PERSONAL DETAILS

VCAA Employee  
Number ID

5-digit VCAA payroll ID, e.g. 00220, found in your email notification

First name/s

Surname/s

Title

 Mr  Miss  Mrs  Ms  Other: 

Mobile

Email

  


to match the email in your email notification

## SECTION 2: DIRECT BANKING DETAILS

Account  
holder's name

  


Bank Institution

BSB

 - 

Account number (up to 9 digits)

## SECTION 3: DECLARATION OF EMPLOYMENT STATUS AND LONG SERVICE LEAVE ENTITLEMENT

Signing with your name is compulsory; can be manual or electronic.

I hereby acknowledge that I am no longer employed by the Victorian Curriculum and Assessment Authority. I confirm my entitlement for payment of any unused long service leave accrued during my period of service and accept that this payment will be made in accordance with applicable legislation and VCAA policy.

Employee Signature

Date

## SECTION 4: INSTRUCTIONS FOR RETURNING THIS FORM

- Once all sections are completed and signed, email this form to [vcaa.hr@education.vic.gov.au](mailto:vcaa.hr@education.vic.gov.au)
- The form must be returned from the same email address to which you received this notification to.
- In the subject line of your email, include your VCAA ID and surname.