

ME's payslip guide.

Name must be shown or declaration from broker noting payslip belongs to applicant.

Ensure base income is separated from variable income when checking serviceability.

Refer to table PTO

Distribution Centre Centre Name XX		Mail Room XX Mailroom L1 000000		Mail Stop XX Recovery 123456		Delivery Location	
Assignment Number							
Employee Name Paul A Payslip		Address Level 1 Building Name Name Street Suburb STATE 0000		Period End 13 Aug 2017		Page 1/2	
Employee Name Paul A Payslip		Assignment Number 12345678		Period Start 31 Jul 2017		Period End 13 Aug 2017	
Classification Job Title Year 0		Pay Date 17 Aug 2017		Payslip Number 1		Page 1/2	
Weekly Base Rate \$XXXX.XX							
Employer ABN XXXXXXXXXX		Organisation					
SUMMARY OF EARNINGS THIS PAY				YEAR TO DATE BALANCES			
Total Gross Earnings	XXXX.XX	Deductions Before Tax	XXXX.XX	Gross	XXXX.XX	LE YTD	YTD
Taxable Income	XXXX.XX	Deductions After Tax	X.XX	Taxable	XXXX.XX	XXXX.XX	XXXX.XX
Tax	XXXX.XX	Net	XXXX.XX	Tax	XXXX.XX	XXXX.XX	XXXX.XX
Total Other Payments	X.XX	HELP	Y	Nett	XXXX.XX	XXXX.XX	XXXX.XX
EMPLOYER SUPERANNUATION				LEAVE BALANCES			
Employer Superannuation	Member No	This Pay	LE YTD	YTD			
Superannuation Fund Name	1234567	XXX.XX	XXXX.XX	XXXX.XX	Sick Leave	Hours	XXX.XX
SUPER-12345-SUPERFUND XX					Annual Leave	Hours	XXX.XX
Earnings and Allowances				Factor	Rate	Units	Amount
Annual Leave		XX.XXXXXX	XX.XX	XXXX.XX	Pre Tax Deductions		
Leave Loading				XXXX.XX	Amount		
Penalty Leave 12.5%	X.XX	XX.XXXXXX	XX.XX	XXXX.XX	Car Parking		
Shoes 38Hrs			XX.XX	X.XX	Super Sal Sac Contribution		
Other Payments				Factor	Rate	Units	Amount
Disbursements				Method	Bank	Account	Amount
				EFT	XXX-XXX	XXXXXXXXXX	\$XXXX.XX
NSW HEALTH							
Employer Message For pay queries, contact your Manager in the first instance. Leave balances can be viewed within Employee Self Service.							

Payslip **period end date** must be within 28 days of the **submission date** with three months YTD or secondary doc required.

Provide commentary on pre and post tax deductions and whether they are voluntary or non-voluntary (suggested for consistency of language with policy).

ME's payslip matrix.

If your customer is applying for a home loan, this table covers all the specific documentation we require based on their work circumstances.

Variable income type	Always required	Choose one of these secondary income documents			
	Latest payslip	PAYG payment summary	ITR	ATO NOA	Letter from employer
Overtime* (80% used for servicing) For specified occupations 100% used for servicing, refer to your BDM.	✓	✓	✓	✓	✗
Bonus** (80% used for servicing)	✓	✓	✓	✗	✓
Commission** (100% used for servicing)	✓	✓	✓	✗	✓

For all variable income types payslip must capture variable income in YTD.
 Enter gross figure into CAT for overtime, bonus or commission. Calculator will apply shading.

* Secondary documents required over one year.
 ** Secondary documents required over two years.

