



**PAYROLL+ DEDUCTION AUTHORISATION**

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<b>EMPLOYER</b>	
Address:	
Phone:	E-mail:
<b>EMPLOYEE INSTRUCTION</b>	NAME: DEPARTMENT: PAYROLL NUMBER:
<b>TO THE PAYROLL MANAGER:</b>	
<input type="checkbox"/> Starting from (date).....and until further notice, please make a deduction from my salary: Weekly / 4 weekly / Monthly* of £.....and transfer the funds to: Rugby Borough Credit Union Ltd Sort Code: 08-92-99                      Account: 65165689                      Reference: quoting as Reference my Credit Union Membership Number printed below. <input type="checkbox"/> Please increase / decrease the weekly / 4 weekly / monthly* payroll deduction from £..... to £..... with effect from ( date).....until further notice.	
<b>TO THE MANAGER: RUGBY BOROUGH CREDIT UNION Ltd</b>	
Please deposit the sums transferred from my employer every week / month*:	
<input type="checkbox"/> in my savings account	
<input type="checkbox"/> split between my Credit Union Accounts as follows:	
£.....Savings	£..... Loan      £..... Other
* delete as necessary	
<b>MEMBER :</b>	<b>MEMBER NUMBER:</b>
<b>SIGNED:</b>	<b>DATE:</b>

I authorise my employer and the Credit Union to exchange my details, as necessary, to manage this arrangement. Please complete and sign the form and return it to us. We will send it to your payroll department for action. They will then make a payment into your account, directly from your salary. Please submit online or forward to: Rugby Credit Union 12 Albert St. Rugby. CV21 2RS      info@rugbycreditunion.co.uk