

Payroll + Salary Deduction Authorisation



Employer	
Address:	
Phone:	E-mail:
Employee	Name:
	Department:
	Payroll Number:
<p>Authorisation: to my Payroll Manager</p> <p><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: (always include employee's Credit Union Membership Number as reference.)</p> <p><input type="checkbox"/> Please increase / decrease / cancel* the weekly / 4 weekly / monthly* payroll deduction from £..... to £..... with effect from (date).....until further notice.</p> <p>I authorise my employer and the Credit Union to exchange non-confidential personal information, as necessary, to manage this arrangement until further notice.</p>	
<p>To the Manager: Rugby Borough Credit Union Ltd. Please deposit the sums transferred from my employer every week / month*:</p> <p><input type="checkbox"/> in my savings account or <input type="checkbox"/> split between my Credit Union Accounts as separately agreed.</p> <p>* delete as necessary</p>	
Member :	Member Number:
Signed:	Date:
	v.3.21

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: