

Salary Savings Deduction Authority



Please complete in BLOCK CAPITALS and in black ink

1. Details of you & your Employer

Your Name	<input type="text"/>
Company	<input type="text"/>
Department	<input type="text"/>
Payroll Number	<input type="text"/>
Essex Savers Member Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

2. Payment details

Please tick (✓) the relevant box:

New instruction

Amendment to an existing salary saving deduction

Cancel an existing salary saving deduction*

Please make the following deduction from my weekly/4 weekly/monthly* pay and transfer this amount directly to my Essex Savers Credit Union Account. * Please circle as appropriate

NEW TOTAL AMOUNT (in figures)
to be deducted from pay & transferred to Essex Savers

 £

Please note - it can take up to 4 weeks to set up or amend a payroll saving deduction.

**If you are repaying an Essex Savers loan at a preferential (Salary Savings) interest rate a new (higher) rate may need to be applied, and an alternative payment method must be agreed before this Salary Saving Deduction Authority can be cancelled.*

3. Authorisation

Signature: <input type="text"/>	Date: <input type="text"/>
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Please pass this form to your Payroll Department to process.

Once this is done, a copy – with all of the relevant information included - must be sent to Essex Savers at the address below. We will then update your Essex Savers account to reflect your Salary Savings deduction

For official Essex Savers use

Actioned by: <input type="text"/>	Date: <input type="text"/>
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