



# Rainbow Saver Anglia

Credit Union Ltd.

## PAYROLL DEDUCTION AUTHORITY

Name of Employer

Employee's Name: .....

Employee's Home Address: .....

.....

Employee's Payroll Reference Number: .....

Please deduct £..... from my monthly / weekly salary.  
From the next available pay date until further notice.

And pay these monies to:

**Rainbow Saver Anglia Credit Union Ltd.**  
**Co-operative Bank Sort Code: 08-92-50**  
**Account Number: 50119750**

In the event that I give or receive notice of termination of employment, I give permission for the payroll section to advise the credit union of the termination date so that an alternative saving/repayment method can be arranged.

Signature: ..... Date: .....

Tick this box if this payroll instruction replaces any previous instruction

To Payroll Section:

Please quote Member number \_\_\_\_\_ on payments

Your employer must ensure this number is in the bank reference field of any transfers they make to the credit union.

**Please return this form to your company's payroll processing department.**



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## PAYROLL DEDUCTION

This form is for you to instruct your employer to transfer funds to the credit union for loan repayments or for savings deposits. Please ensure your employer is content with this arrangement before asking them to proceed.

The service the credit union offers is entirely confidential and your employer won't know any details of your savings or loan.

Please note this is an instruction from you to your employer and we have no control over the amount deducted.

If you wish to change your payments (for example, because you have higher loan repayments to make) you will need to instruct your employer to change the deduction. We cannot do this for you.

The following notes are to help you complete the form:

1. Enter your employer's name.
2. Please add your own name and address.
3. Please provide your payroll reference number, or equivalent.
4. Tell your employer how much you want deducted and how often.
5. It is **essential** your employer puts your membership number in the reference field. This will ensure your deposits are allocated to your account without delay.
6. Sign the form.
7. If you have an existing payroll deduction and this form is its replacement, sign the last box to cancel the original instructions.
8. Please forward the form to your payroll department.

If you are in any doubt please telephone the office on:  
01502-584854 and we will be pleased to help.