



# Payroll Saving Deduction Order

Please complete in BLOCK CAPITALS and in black ink

## 1. Details of you & your Employer

Your Name

Company

Department

Payroll Number

FAIRshare Member Number

## 2. Payment details

Please tick (✓) the relevant box:

New instruction       Amendment to an existing payroll saving deduction       Cancel an existing payroll saving deduction\*

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

**NEW TOTAL AMOUNT**  
to be deducted from pay & transferred to FAIRshare (in figures) £

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

\* If you are repaying a FAIRshare loan by Payroll Saving, an alternative payment method must be set up before this Payroll Saving Deduction Order can be cancelled

## 3. Authorisation

Signature

Date

**Please return this form to FAIRshare.**  
*Please do NOT send the form direct to your payroll, as they are unable to process the application, and this may result in delays.*

**For official use only:**

Actioned by:  Date: