

# Payroll Deduction Mandate

## Payroll Deduction Request

For the attention of the Payroll Department of

\_\_\_\_\_ (please indicate employment details)

1. Please deduct from my next pay and at each subsequent date, until further notice the sum of:

£ \_\_\_\_\_ (amount in words) \_\_\_\_\_

2. Please quote my Harlowsave Membership Number: \_\_\_\_\_

3. Please cancel any previous Payroll Mandate. (if applicable)

4. Please make payment to:

**Harlowsave Credit Union Limited**  
1<sup>st</sup> Floor  
The Central Library  
Cross Street  
Harlow CM20 1HA

or directly into the following bank account:

**Unity Trust Bank**  
9 Brindleyplace  
Birmingham  
B1 2HB

Sort Code: **08-60-01**  
Account Number: **53100339**

Name: \_\_\_\_\_ Payroll Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Harlowsave purposes:

Date received in office: \_\_\_\_\_ Date sent to employer: \_\_\_\_\_ Processed by: \_\_\_\_\_