

### INSTRUCTION TO YOUR EMPLOYER

#### Payroll/Pension Deduction Mandate

Name \_\_\_\_\_

Pay Number	Account No.	Pay Cycle (W/F/M)	Pay Location

Account to be amended	From	To	Amount to be amended by	Indicate if amendment is a plus or minus (+ or -)
Regular Share	€	€	€	+ / -
Special Share	€	€	€	+ / -
Car Draw	€	€	€	+ / -
1st Loan	€	€	€	+ / -
2nd Loan	€	€	€	+ / -
Budget Account	€	€	€	+ / -
Demand Deposit	€	€	€	+ / -
Family Account	€	€	€	+ / -
	€	€	€	+ / -
Total Alteration amount	€	€	€	+ / -

I hereby authorise you to deduct the sums detailed above from my pay/pension (delete as appropriate) cheque each payday until further notice. The money so deducted is to be credited to my account(s) with Dubco Credit Union Limited. This mandate replaces any existing payroll authorisation to transfer funds to Dubco Credit Union Limited.

I confirm that the amount to be deducted from my pay/pension (delete as appropriate) shall be a variable amount<sup>1</sup>.

With respect to the Budget Account, I understand that this agreement and my acceptance of the Rules of Dubco Budget Scheme extend beyond my initial Budget year to include each and every subsequent annual renewal of my Budget Scheme Account.

I shall duly notify you in writing if I wish to cancel this instruction and I shall also so notify **Dubco Credit Union Limited** of such cancellation.

Signed \_\_\_\_\_

Staff Initials \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> in order to allow for any deficit that may exist, and in the case of the Budget Account any general increase in Utility Bills, and I understand that any such increase will be processed at the first opportunity by Dubco Credit Union