

# PAYROLL DEDUCTION ORDER

Please increase / decrease my weekly / monthly payroll deduction in favour of LEEDS CITY CREDIT UNION LTD to:

£ \_\_\_\_\_ per week / month

from the first available date

Name: \_\_\_\_\_

Place of employment:

\_\_\_\_\_

Pay Number: \_\_\_\_\_

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

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

## FOR OFFICE USE ONLY:

Deduction Ref: \_\_\_\_\_

(if the above reference has not been completed or if this form has not been stamped with the official red stamp please contact Leeds City Credit Union)

LEEDS CITY CREDIT UNION LTD  
2<sup>ND</sup> Floor Westminster Buildings  
31 New York Street  
Leeds LS2 7DT  
Tel: (0113) 2423343  
e-mail: [services@leedscitycreditunion.co.uk](mailto:services@leedscitycreditunion.co.uk)



# TO BE RETAINED BY CREDIT UNION:

Please split my total deduction as follows:

1. Membership Account: £ \_\_\_\_\_
2. Regular Saver Account: £ \_\_\_\_\_
3. Loyalty Account: £ \_\_\_\_\_
4. Christmas Club £ \_\_\_\_\_
5. Loan Repayment £ \_\_\_\_\_

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

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

## FOR OFFICE USE ONLY:

Date Actioned: \_\_\_\_\_

Date Sent to Payroll Dept. \_\_\_\_\_

Operators Initials: \_\_\_\_\_