

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 amount¹.

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 _____

¹ 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

Budget Application/Amendment Form

Membership Number	
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Name	
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	Budget Code	Annual Estimate	Payment amount & Frequency	Other details (Reference number, payee, etc)	Payment Date
ESB					
Telephone					
TV Licence					
TV Cable (NTL)					
Sky Channel					
Home Heating					
Mortgage					
Loan Repayment					
Car Insurance					
Car Tax					
Local Charges					
Education Fees					
Club/Sport Fees					
Home Ins (other)					
Life Assurance					
Allianz Home Ins					
Statoil					
Holiday Club					
Xmas Club					

NOTES:

Total Budget	Total Payroll	Payroll Frequency	Payroll Effective Date	Budget Set-up Date

I have read and agree to the Rules of Dubco Budget Scheme and I hereby agree to have contributions in respect of my Budget Scheme Account together with the appropriate interest payable from time to time, deducted each pay-day from my pay/pension or each month from my bank account and that such contributions will be paid to Dubco Credit Union Limited on my behalf, **Provided Always** that should there be any default in repayments as per agreed terms then the entire balance then outstanding on my Budget Scheme Account shall immediately become due and payable in one sum together with the appropriate interest until day of payment. 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.

Signed _____

Date _____

Witnessed _____

Date _____