

# Dundrum Credit Union

## Payroll Deduction Authorisation/Amendment Form

This form must be returned to Dundrum Credit Union and NOT to the Payroll Office, UCD.

Please indicate whether you are paid monthly  or weekly  (please tick as appropriate)

To: Payroll Department, UCD

I authorise you to deduct the following amount from my wages/salary and pay to Dundrum Credit Union Limited on my behalf.

I recognise that the ultimate responsibility for ensuring that the deductions have in fact been made rests with me and that beyond making remittance to the credit union on foot of same deduction, University College Dublin accepts no responsibility of any kind in this matter.

### Credit Union Account:

#### Complete this section to set up a new Payroll Deduction:

Payroll Deduction € \_\_\_\_\_ Date of Deduction \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Per week/month) (It may take one month for processing)

#### Complete this section to amend an existing Payroll Deduction:

New Payroll Deduction € \_\_\_\_\_ Date of Deduction \_\_\_\_/\_\_\_\_/\_\_\_\_ Old Payroll Deduction € \_\_\_\_\_  
(Per week/month) (It may take one month for processing)

**I understand that I cannot withdraw this authority without the approval of Dundrum Credit Union Limited.**

### PLEASE USE BLOCK CAPITALS

Surname (as on payslip): \_\_\_\_\_ First Name: \_\_\_\_\_

Dept/Section: \_\_\_\_\_ Staff No: \_\_\_\_\_

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