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Friendly and Affordable Financial Services

Payroll Deduction Scheme: Employer's Registration Form

Company/Organisation Name	
Address	
Payroll contact name	
Payroll contact tel.no.	
Payroll contact email (essential)	
Second payroll contact name/HR Officer	
Total number of employees in organisation	
Monthly date – funds sent to Credit Union	

We agree to make payroll deductions in line with the agreed payroll procedure for any of our staff, upon receipt of a valid payroll deduction instruction, to Sheffield Credit Union Ltd. The deduction details will be emailed on the agreed spreadsheet and payments will be made by BACs from our bank account detailed below, on the date given below. Note: The spreadsheet must be forwarded in order for the member accounts to be credited, so this must be at the same time, or before, the BACS payment of the deductions. Funds will only be deposited when they have been received to comply with Credit Union rules:

PAYMENT TO: Sheffield Credit Union Ltd, Co-operative Bank plc, 08-92-50 67006568

PAYMENT FROM:

Name on account: _____ Name of bank: _____

Sort Code:

Account no:

Date of Payment to Sheffield Credit Union Ltd: _____ day of each month

Name: _____ Position in organisation: _____

Signature: _____ Date: _____