



Unit 34, Devonshire Arcade
 Market Square
 Penrith
 CA11 7SX
 Tel: 01768 890065

Payroll Deduction Form

Please ensure the information provided is accurate and clear.

* Indicates Mandatory Field

Start date for Deductions:*	
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Amount of Monthly Deduction*	£
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Credit Union Membership Number:* (see note below)	<table border="1"> <tr> <td>ESL</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <small>(for 3 and 4 digit numbers enter 00 or 0 in front of number)</small>	ESL									
ESL											
Cumbria County Council Employee Number:*	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										
NI Number:*	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										
Title:*	Mr./Mrs./Miss/Ms./Dr./Councillor/Other										
Surname:*											
Forename(s):*											
Date of Birth:*											
Home Address in Full (including Post Code):											
Contact Details:											
Telephone:											
Email:											

By signing and completing this form, you agree to the following terms:



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This form can be provided to Cumbria County Council by Eden & South Lakeland Credit Union Limited (the “Credit Union”) and the information contained within it can be shared between Cumbria County Council and the Credit Union where required. This form and the information contained within it shall be used solely for the purposes of arranging for payments to be made directly to the Credit Union in accordance with your instructions.

Each month, Cumbria County Council will provide the Credit Union with details of your name, employee number and the amount you are paying to the Credit Union to ensure that the funds are allocated to your account with the Credit Union.

This form and the information contained within it shall be kept confidential and shall not be released to anyone other the Cumbria County Council or the Credit Union without your written consent.

Employee Signature	
Signature:*	
Date Completed:*	

Please return to the Credit Union, who will forward onto the County Council HR Service Centre

For office use only:

CRM Number			
Processed by		Checked by	

Email completed form to: hrservicecentre@cumbria.gov.uk or send by post to:

HR Service Centre,
 Cumbria County Council,
 Parkhouse Building, West Wing,
 Kingmoor Business Park
 Carlisle CA6 4SJ