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Shrewsbury  
SY1 2AQ

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[www.justcreditunion.org](http://www.justcreditunion.org)

Dear Payroll Manager,

**Change of payroll deduction amount**

Please amend the amount deducted from my payroll.

Employer \_\_\_\_\_

Employee name \_\_\_\_\_

Payroll Number \_\_\_\_\_

Just Credit Union membership number \_\_\_\_\_

Please change deduction and payment to Credit Union from

£\_\_\_\_\_ to £\_\_\_\_\_ Each month/Week

From (date you wish change to commence) \_\_\_\_\_

Signed \_\_\_\_\_ (Member)

Date \_\_\_\_\_

.....

**Office Use Only**

Credit Union stamp

Actioned by \_\_\_\_\_

Date \_\_\_\_\_