

# Staff Deduction Request



**Uniting Church**  
SYNOD OF NSW & ACT



- Please scan and e-mail the completed form to [payroll@nswact.uca.org.au](mailto:payroll@nswact.uca.org.au)
- The deadline for all new and updated Employee details is by COB for the Friday before the pay week.

## STAFF DETAILS

FULL NAME

ENTITY

PAYROLL ID

EMAIL

PHONE

## DEDUCTION DETAILS

DEDUCTION ACTION REQUIRED: (please tick )

NEW

CHANGE

CEASE

DEDUCTION DESCRIPTION

\* Please use a new form for each deduction you like the Payroll Office to process.

DEDUCTION AMOUNT

\$

START DATE

/  /

END DATE (If applicable)

/  /

## STAFF SIGNATURE

SIGN HERE

DATE

/  /