



8. OUR PAYROLL OFFICER NOTIFICATION FORM

To make the transition from Payroll Deduction to the Direct Debit or Credit Card Methods of payment we need to be able to synchronize your rollover date to meet the pay period and the dates we process your subscription electronically.

Please fill in all the relevant sections and the form on page2 in its entirety and return back to us.

We will coordinate the change over for you as a member service, this usually happens a within a fortnight after your next pay date supplied, depending on your paid to date from your previous deductions. Do not hesitate to call Member Services 08 8363 1322 if you have any queries regarding the switch.

NB. It is a good idea for you to just check your pay slip the month following the rollover date to ensure that payroll has ceased your deductions. If they have not, please discuss with them directly.

**You fill in 1,2,3,4 below and return to ASU
We will fax to your Pay Officer!**

Please fill in sections 1,2,3 & 4 and return to the ASU Office with the rest of your completed form, we will do the rest and notify your payroll officer.

1. _____
Your name

2. Date of your NEXT pay day? / /

3. Payroll officers fax number? [08]

4. _____
I authorise the ASU SA + NT Branch to stop my Pay Roll deductions on my behalf

4. _____
Your signature

9. ASU OFFICE PAYROLL OFFICER NOTIFICATION FORM

ASU Office Use Only This Section

Dear Payroll Officer –

The above signed ASU member has requested that the payroll deduction of the ASU membership subscription finish as at date / / , being the end of the pay period.

Would you please confirm receipt of this payroll cancellation form by

return fax [08] 8363 2225
email membership@asu-sant.asn.au or
phone Member Services on [08] 8363 1322

**Thank you for administering these dues to date on our behalf.
We appreciate your assistance.**

Regards

**ASU Member Services
08 8363 1322**