

Please print

Name \_\_\_\_\_

Member # \_\_\_\_\_ Phone \_\_\_\_\_

**AUTHORIZATION:**

\_\_\_\_\_ Initial Deduction \_\_\_\_\_ Change

In order to make your MCCU loan payments through a payroll deduction, you must complete this form. PLEASE NOTE THAT PAYMENTS ARE DUE ON THE 15th OF EACH MONTH, THEREFORE, YOU (OR THE BORROWERS) ARE RESPONSIBLE FOR MAKING PAYMENTS DUE PRIOR TO THE FIRST DEDUCTION. It is your responsibility to verify your pay stub and/or if payroll deduction has been set up with your district. I'M AWARE THAT I WILL HAVE TO MAKE A MANUAL PAYMENT DURING THE MONTH OF AUGUST & SEPTEMBER EITHER BY MAIL OR IN PERSON.

Total Deduction Amount \$ \_\_\_\_\_

Allocation: Loan \$ \_\_\_\_\_ Loan \$ \_\_\_\_\_ Savings \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

I understand that this authorization shall remain in effect until revoked by me, allowing time to meet payroll deadlines to change the payroll records in order to make effective changes in this assignment. This authorization will continue in effect until I submit a written notice of cancellation.

If you have any questions, please do not hesitate to contact the Credit Union.

**SIGNATURE**

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**CREDIT UNION USE ONLY**

Processed By \_\_\_\_\_ Date prepared \_\_\_\_\_ Payroll Cards completed \_\_\_\_\_

Verified by \_\_\_\_\_

