



## PAYROLL DEDUCTION FORM

### Membership Subscription: The University Club of Western Australia

I, hereby make application for membership to the University Club of Western Australia in accordance with the membership rules of the Club. I authorise the University of Western Australia to make deductions from my salary from my first pay period after the date of this application to meet the subscriptions of membership as provided by the rules of the Club. I authorise the deduction to continue until this authority is withdrawn in writing by me and understand that the subscription rate may be varied from time to time in accordance with the rules of the Club. I understand and accept the conditions detailed below.

#### CONDITIONS APPLICABLE TO THIS AUTHORITY

1. The membership fee for the University Club of Western Australia will continue to be considered an annual fee, but for the purposes of this authority, this annual fee can be collected in fortnightly instalments.
2. This authority will be in effect and deductions will continue until such time as the person making the authority signs a form "G" which authorises the cancellation.
3. Persons who resign must complete a "G" form and return it to payroll. If this procedure is not followed, then the balance of the membership fee will be deducted from the final salary payment due.
4. The person making this authority may not submit a form "G" terminating the authority for periods of absence due to annual leave, sick leave, long service leave, or any other absence except as provided in Condition 5. In addition, if during any period of absence, insufficient funds are generated to cover the fortnightly instalments, the arrears will accumulate, and will be deducted in the first fortnight that sufficient funds become available.
5. Refunds or deductions may be made in arrears upon submission to the University Club of Western Australia of a written request for periods of study leave of a minimum of 12 months.
6. Deductions will commence on submission of form to Human Resources and continue to be deducted each year until cancelled by the employee.

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#### SUBSCRIPTION DETAILS (please tick the following)

Fortnightly Deduction  \$13.58 (ongoing)

CLUB MEMBER NUMBER \_\_\_\_\_

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#### PERSONAL DETAILS

TITLE: \_\_\_\_\_ SURNAME: \_\_\_\_\_ OTHER NAMES: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE ID NUMBER: \_\_\_\_\_

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#### HUMAN RESOURCES USE ONLY

EMPLOYEE ID NUMBER                      DEDUCTION                      WITH EFFECT FORM                      PAY

INPUT BY: \_\_\_\_\_ DATE: \_\_\_\_\_