## **Payroll Deduction Instructions**

Simply follow the steps below to begin payroll deduction with your employer. This service is available with select employers only – please check with your employer payroll office or the credit union prior to completing these forms to verify if they participate in this service. It may take more than one payroll cycle for these changes to take effect.

- 1. Complete each of the three following Payroll Deduction forms.
- 2. Deliver each copy to as designated: one copy to the credit union, one copy to the employer and keep one copy for your records.

## **Credit Union Deduction Authorization**

Mail forms to:

MEMBER NUMBER	Defreest Drive Troy, NY 12180	•
EMPLOYEE NAME		
	ACCOUNT	DEDUCTION
EMPLOYER NAME	REGULAR SHARE (01)	\$ .
To the employer: I hereby authorize you to deduct from each of my salary checks the deduction amount shown for the purpose of Share and/or Share Draft deposits and to transmit the same amount to NextStep Federal Credit Union of which I am a member. I understand that this authorization may be revoked at any time by written notice to you.	SUMMER SHARE (02)	\$ .
	VACATION SHARE (04)	\$ .
	MONEY MARKET (06)(76)	\$ .
	HOLIDAY SHARE (10)	\$ .
	SHARE DRAFT (75)(77)(78)	\$ .
	IRA SHARE (71)(81)	\$ .
	MEMBER #	
	SHARE TYPE	\$ .
EMPLOYEE SIGNATURE		+

DATE

TOTAL DEDUCTION

	HOLIDAT STARL (10)	Ψ .		
n I iis	SHARE DRAFT (75)(77)(78)	\$ .		
ne	IRA SHARE (71)(81)	\$ .		
	MEMBER #			
_	SHARE TYPE	\$ .		
	MEMBER #			
	SHARE TYPE	\$ .		
ODERIT INVOLVEDO				

## **Credit Union Deduction Authorization**

MEMBER NUMBER	Mail forms to: NextStpe FCU 150 Defreest Drive Troy, NY 12180	TOTAL DEDUCTION
EMPLOYEE NAME		
EMPLOYER NAME		
To the employer: I hereby authorize you to deduct from each of my salary checks the deduction amount shown for the purpose of Share and/or Share Draft deposits and to transmit the same amount to NextStep Federal Credit Union of which I am a member. I understand that this authorization may be revoked at any time by written notice to you.		
EMPLOYEE SIGNATURE		
DATE	PLOYER COPY	

## **Credit Union Deduction Authorization**

MEMBER NUMBER	
EMPLOYEE NAME	
EMPLOYER NAME	
To the employer: I hereby authorize you to deach of my salary checks the amount shown for the purpos and/or Share Draft depos transmit the same amount NextStep Federal Credit Union am a member. I understand authorization may be revoked by written notice to you.	e deduction se of Share its and to to of which I d that this
EMPLOYEE SIGNATURE	
DATE	

Mail forms to: NextStep FCU 150 Defreest Drive Troy, NY 12180

TOTAL DEDUCTION

\$.

ACCOUNT	DEDUCTION
REGULAR SHARE (01)	\$ .
SUMMER SHARE (02)	\$ .
VACATION SHARE (04)	\$ .
MONEY MARKET (06)(76)	\$ .
HOLIDAY SHARE (10)	\$ .
SHARE DRAFT (75)(77)(78)	\$ .
IRA SHARE (71)(81)	\$ .
MEMBER #	
SHARE TYPE	\$ .
MEMBER #	
SHARE TYPE	\$ .

MEMBER COPY