

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

MEMBER NUMBER

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

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

TOTAL DEDUCTION

\$

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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 _____	\$.
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EMPLOYER COPY

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