



Human Resources Division

REQUEST FOR STUDENT LOAN BORROWER'S DEDUCTION

Please fill out the fields below and return to **Payroll Services**, St David II Building.

Personal Details			
Title	<input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
Employee Name		Employee No	
Department			
Position Title		Job No	
IRD Number			
Type of borrower's deduction and amount			
Please note you can only choose either a fixed rate OR percentage rate, not both.			
What type of borrower's deduction are you requesting?	<input type="checkbox"/> Fixed rate <input type="checkbox"/> Percentage rate		
Please specify the fixed rate amount OR percentage rate			
Start date for deduction			
You can choose for this deduction to occur from your specified start date until you notify Payroll to stop deducting, OR you can specify start and finish dates. Please note that the deduction will start based on when the deduction request was received and the timing for pay processing, not the date stated above.			
Please start the above deduction from my pay on _____ and continue until notified to stop.			
OR			
Start the deduction on:		Finish the deduction on:	
Authorisation			
<input type="checkbox"/> I authorise my employer to make the above additional repayments to my student loan under the borrowers deduction code SLBOR			
Name (please print)			
Signature	Date:		

PAYROLL RECEIVED

Signature:

Date: