

Voluntary Deduction Cancellation Form

Please use this form to advise the Payroll Department should you wish to cancel any voluntary payments

Please complete sections in full and submit signed form via ticket using AskHR.

Select [Service Category](#) - Pay & Benefits and

Select [Incident Category](#) - Add. Payments & approved sal. changes.

For details of the cut off dates please see

<https://warwick.ac.uk/services/humanresources/internal/a-z/hrpayrollcutoffdates>

EMPLOYEE DETAILS										
Full Name										
Employee No.										
Date of Birth										
	D	D	M	M	Y	Y	Y	Y		
NI Number										
	A	A	N	N	N	N	N	N	N	A

SUBSCRIPTION DETAILS		
I wish to cancel the following Union Subscription...		Payroll WT
<input type="checkbox"/>	Union of Construction Allied Trades and Technicians (UCATT)	4303
<input type="checkbox"/>	Unison	4301
<input type="checkbox"/>	Unite – Transport & General Workers Union	4304
<input type="checkbox"/>	University & College Union (UCU)	4302 4305
I wish to cancel the following Medical Subscription...		
<input type="checkbox"/>	BHSF	4505
<input type="checkbox"/>	BUPA	4507 * <small>see below</small>
<input type="checkbox"/>	Mercia Health	4502 4503
<input type="checkbox"/>	UNUM Dental Plan	4508
I wish to cancel the following charity deduction...		
<input type="checkbox"/>	Give As You Earn (GAYE)	4201

SIGNATURE and DATE										
I hereby authorise the above amendment(s) to my records.										
Employee signature										
Date of Signature										
	D	D	M	M	Y	Y	Y	Y		
The amendment(s) stated above cannot be applied without a signature. Please note: for audit purposes Payroll cannot accept typed signatures. Please use digital signature or PDF stamp tool										
Payroll Use only – Payroll actioned stamp										
* Please notify rewards@warwick.ac.uk of this cancellation.										

Staff Privacy Notice: As a member of staff, we ask that you read our updated Staff Privacy Notice carefully as it contains important information on how and why we collect, store, use and share your personal data, your rights in relation to your personal data and who to contact in the event that you have a query or complaint.