

Emergency access to your income request form

I hereby authorise the University of Bath to deduct the amount shown below, directly from my pay, in the first available payroll run after the money is made available to me.

Your full name:	
Department:	
Payroll number:	
Amount:	

The scheme allows 15% of your basic pay to be accessed once in a monthly pay period. Below is an example of where to find the basic pay element on your payslip.

Payments				Deductions		This Period	
Description	Time	Rate	Cash	Description	Cash	Description	Cash
Salary Sacrifice		6.0000	-188.10	Tax	378.40	Taxable Pay This	2,946.94
Basic pay			1,976.25	NI - A	251.61		
Market Supp			500.00	Car Park	3.82		
Contractual overtime		18.7421	162.43				
Overtime (flat)	16.00	12.4947	199.92				
Rotating Shift (15%) All		3557.25	296.44				

Date: Signed:

Return the completed pdf document by attaching to an email sent to payroll@bath.ac.uk

Payroll use only	
Confirmed by Payroll	
Signed:	Date:
Payment raised: £	Month deduction taken: