



CHANGING YOUR PAYROLL DEDUCTION

IN 4 QUICK & SIMPLE STEPS!

T: 0333 332 1461

E: office@penny-post.co.uk

1 LOGIN

Login to your Penny Post Account on our [website](#). To do this, you will need your **membership number, date of birth** and **6 digit pin number**

If you do not remember these please call us on 0333 332 1461 or message us securely on the [Nivo app](#).

Please enter your member number and Date of Birth

Member Number:

[I don't know my Member Number](#)

Date of Birth: January

CONTINUE

Member Number: CHANGE

Date of Birth:

PIN Number:

Please use the 3rd, 4th and 5th digits from your PIN

[I don't remember my PIN](#)

LOGIN cancel

MEMBER'S AREA HOME

- ONLINE BANKING
- LOAN CALCULATOR
- PRINTABLE FORMS
- CHANGE PIN
- CHANGE PAYROLL DEDUCTION
- SAVING ACCOUNTS
- MAKE A PAYMENT
- LOGOUT

2 CLICK ON "CHANGE PAYROLL DEDUCTION"

Once you have logged in, simply click on "CHANGE PAYROLL DEDUCTION" on the left-hand side of the screen

3 COMPLETE THE FORM

Please remember to include all **loan repayments** in the new amount which you are requesting. The change will take place from the next available pay date

REQUEST TO CHANGE PAYROLL DEDUCTION

* Required Fields

Member Number:

Full Name:

Pay Number:

To the payroll department of:

Please amend my deduction to Penny Post Credit Union to: £

*Please remember to include all loan repayments in the amount quoted

The deduction will change from the first available pay date and shall remain in effect until further notice is given to Penny Post Credit Union Ltd. *

I understand

SUBMIT FORM reset

4 ALL DONE!

You will now get a message saying your form has been submitted successfully!

We will review your request and process it accordingly. We will only contact you if we need more information

FORM SUBMITTED SUCCESSFULLY!
REFERENCE NO: 9757

Thank you for taking the time to complete this form. We shall contact you if we require any further information

For your reference, a copy of your form is provided below browsing.

Remember, you can contact our friendly customer services team at any time during our office hours- whether it be quickly and securely via the [Nivo app](#), on the phone or through e-mail. Our contact details can be found at the top of this page, and also on our [website](#).