

Before rolling this scheme out to your employees you must first register as a new partner by completing this form. Should you have any questions whilst completing this form, please email us at: [info@yourcb.org.uk](mailto:info@yourcb.org.uk) or call us on: 020 3468 8568 and we will be more than happy to assist you.

**Company Information**

|                                                           |  |
|-----------------------------------------------------------|--|
| Company Name                                              |  |
| Registered Company Address<br><i>(including postcode)</i> |  |
|                                                           |  |
| HR Manager Contact Name                                   |  |
| Phone Number                                              |  |
| Email Address                                             |  |
|                                                           |  |
| Payroll Manager Contact Name                              |  |
| Phone Number                                              |  |
| Email Address                                             |  |

**Payroll Information**

|                                                                                  |  |
|----------------------------------------------------------------------------------|--|
| Employee Pay Date                                                                |  |
| Cut-off Date for Payroll Changes                                                 |  |
| Payroll Frequency<br><i>(for e.g. Fortnightly, Monthly)</i>                      |  |
| Transfer Date<br><i>(ideally within 5 working days of the Employee Pay Date)</i> |  |

Payroll Manager Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Croydon, Merton & Sutton Credit Union Ltd Trading as Your Community Bank**

**Registered Office** – The Lansdowne Building, 2 Lansdowne Road, Croydon CR9 2ER

**Tel:** 020 3468 8568 - **Email:** [info@yourcb.org.uk](mailto:info@yourcb.org.uk) **Web:** [www.yourcb.org.uk](http://www.yourcb.org.uk)

Authorised and Regulated by the Financial Conduct Authority (FCA) & Prudential Regulation Authority (PRA)

Firm Number 213603, - Registration number 569c

