

Member/Client Number(s)		Member Name	
<input type="text"/>		<input type="text"/>	
Registered/Payroll No	Remitter No	Employer Name	Date
<input type="text"/>	142476	NSW Police Force	/ /

Deduction Details

Enter instruction for new deductions, alterations and cancellations. If the deduction is to remain the same, do not enter on the form.
NB. If a deduction under this authority is to meet minimum loan repayments to the Bank, we may adjust the amount if it becomes less than the minimum loan repayments required.

Member/Client No.	Account Name	A/C Type e.g S2	Instruction New/Alter/Cancel	Current Amount (If new enter \$0)	New Amount or Net Pay

Member Signature	<input type="text"/>	Date	/ /
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Police Bank Use Only

Branch Operator (Name & Number)	Date	Direct Entry Services (Signature)	Date
<input type="text"/>	/ /	<input type="text"/>	/ /

How to Direct Your Pay or Part Pay to Police Bank

- Log onto SAP.
- Go to ESS.
- Go to Personal Details.
- Go to Bank Details.
- Go to "Main Bank Account" (for Net pay to Police Bank) or "Other Bank Account" for Part Pay.
- To keep account active indefinitely, leave the "TO" Date as **31.12.9999**.
 - Enter name of Member as it appears on your Police Bank account, press TAB.
 - Enter Suburb, for Police Bank (enter Sydney) and press TAB.
 - Enter **BSB 815-000 (you must put in the -)**.
 - Enter Police Bank Membership Number and press TAB.
 - In Payment Method enter code **P**.
 - Enter Purpose (not mandatory).
 - Enter Value e.g. 100% (or amount of not net pay).
 - Click the **Save** Icon.
- After you have clicked the Save Icon you will be prompted with the question "do you want to continue?"
- If correct, click Yes to save details.

For Members Records Only

Net Pay - tick	<input type="text"/>
or	<input type="text"/>
Part Pay (amount)	\$ <input type="text"/>

You can also go to eLearning or see your GSO or LAM for further assistance or Phone Shared Services E/N 28400 or (02) 8835 8400