

**Payroll Mandate – PVG Scheme Membership Registration (£59)****1. Employee Details**

Employee Name:	
Service:	
Post Title:	
Employee Number:	
National Insurance Number:	

2. Declaration

I _____ hereby authorise North Ayrshire Council to recover the cost of conducting my PVG Membership Registration from my wages, in the following manner;

Amount	Frequency (please tick ✓)	Effective Date
£59 – PVG Scheme Membership	One off payment of £59 <input type="checkbox"/>	From first pay*
	Monthly Deductions from wages: 1 instalment of £9.85, followed by 5 instalments of £9.83 <input type="checkbox"/>	From first pay*
	Fortnightly Deductions from wages: 1 instalment of £4.88 followed by 11 instalments of £4.92 <input type="checkbox"/>	From first pay*
	Weekly Deductions from wages: 1 instalment of £2.72 followed by 21 instalments of £2.68 <input type="checkbox"/>	From first pay*

N.B Where an employee is commencing in a bank/supply/casual post the deduction will only be deducted where Council earnings are higher than £5 net per week/ £10 net per fortnight/£20 net per month. **Deductions will be made until the amount has been paid back in full.*

If your employment terminates prior to the amount above being recovered, the amount outstanding will be taken from your final salary.

Signed _____ Date: _____

Payroll Use Only

Entered By _____ Payment Code 9106 _____

Checked By _____