

(OFFICIAL)



North Ayrshire Council – Pay Advance Mandate New Employee

I wish to receive an advance of earnings to support the transition to employment with North Ayrshire Council. I confirm that I have a permanent contract or a temporary contract for a minimum of 13 weeks. I understand that the advance will be based on the table below, paid at the Living Wage hourly rate, and will be recovered from my pay in equal instalments.

The table details advance payment amounts dependent on contracted hours and the amount to be recovered fortnightly/monthly.

Contracted Weekly Hours	Advance Amount	Fortnightly amount to be repaid	No of fortnightly pays	Monthly amount to be repaid	No of Monthly pays
0-5	£110	£27.50	4	£55.00	2
5-10	£225	£56.25	4	£112.50	2
10-15	£350	£87.50	4	£175.00	2
15-20	£465	£116.25	4	£232.50	2
20-25	£580	£145.00	4	£290.00	2
25-30	£700	£175.00	4	£350.00	2
30+	£815	£203.75	4	£407.50	2

Forename:

Surname:

Pay Number (if known):

National Insurance Number:

Date of Birth:

Contracted Hours:

Advance Amount: £

NB. The advance will **ONLY** be paid where your Service has confirmed your start date and the signed advance recovery mandate and bank details have been received by Employee Services, 1ST Floor West, Cunninghame House, Irvine. Payment into your bank account will be made within 7 working days of start date of employment.

Declaration

I authorise the above recovery amount to be deducted from my salary/wages in equal instalments. I understand that deductions will commence from my first pay date and in the event that I terminate employment from North Ayrshire Council, the balance outstanding will be recovered in full from my final pay. If there are insufficient earnings to recover the outstanding balance, an account will be issued.

Signed:

Date: