



To: The Payroll Department

Until further notice and commencing date of _____, please deduct from my salary each week / month my Dublin Simon Community donation of €_____ and lodge it into Dublin Simon's account on my behalf.

I recognise that these deductions, being made solely as a measure of convenience to me, may be terminated at any time.

Staff Number : _____

Name : _____

Company : _____

Department : _____

Signature

Date

This form should be returned to your payroll department. If you require any information on Dublin Simon Community or the above-mentioned wage deduction scheme, please do not hesitate to contact Dublin Simon on either partnerships@dubsimon.ie or 01-672-8966.