

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	<input type="text" value="/ /"/>

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	<input type="text" value="/ /"/>
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Police Bank Use Only

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

How to Direct Your Pay or Part Pay to Police Bank

1. Log onto SAP.
2. Go to ESS.
3. Go to Personal Details.
4. Go to Bank Details.
5. Go to **"Main Bank Account"** (for Net pay to Police Bank) or **"Other Bank Account"** for Part Pay.
6. 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.

For Members Records Only

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

7. After you have clicked the Save Icon you will be prompted with the question "do you want to continue?"
8. If correct, click Yes to save details.

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