KINGDOM SACCO SOCIETY LIMITED

Empower House, Githurai 45, Thika Road. P. O. Box 8017, 00300 Nairobi, Kenya.
TEL: 254 (020) 5006060
EMAIL: info@kingdomsacco.com, WEBSITE: www.kingdomsacco.com

CHECK-OFF DEDUCTION INSTRUCTION

Date:

The Human Resource / Payroll Manager

Employer: _____

RE: AUTHORISATION FOR CHECK-OFF DEDUCTIONS AND DIRECT EFT REMITTANCE TO KINGDOM SACCO

Dear Sir/Madam,

Through this instruction our member who is also your employee, hereby authorise you to deduct the following amounts from his/her monthly salary and remit the funds directly to his/her Kingdom Sacco account through Electronic Funds Transfer (EFT).

Purpose	**Monthly Deduction (KSh.)**
Savings/Deposits	_____
Loan Repayment	_____
Other (Specify)	_____
TOTAL	_____

Kindly commence the deductions effective _____ and remit the funds monthly to Kingdom Sacco through the following EFT details:

Receiving Bank: Family Bank Limited
Branch: Githurai
Sort Code: 70702

Account No: _____
(start with 702 prefix)
Account Name: _____

This instruction shall remain in force until amended or revoked in writing, subject to any outstanding loan obligations and applicable payroll procedures.

Thank you for your cooperation.

Member Details		**Kingdom Sacco Officer**	
Name:	_____	Verified By:	_____
Payroll No:	_____	Designation:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____

Receipt by Employer:

Name: _____ **Designation:** _____

Date: _____ **Signature/Stamp:** _____