



GOVERNMENT OF BARBADOS

Treasury Department

SALARY DEDUCTION AUTHORIZATION FORM

SECTION A – EMPLOYEE INFORMATION

Employee Name:

Employee NRN:

Ministry/Department:

Position/Job Title:

Date of Request:

SECTION B – DEDUCTION / ASSIGNMENT DETAILS

I, _____, _____, hereby authorize the Government of Barbados to deduct/assign the amount specified below from my salary.

Total Amount to be Deducted/Assigned:

Payment Frequency

One-Time Deduction

Monthly

Bi-Monthly

Amount Per Pay Period:

Commencement Date:

End Date:

Reason for Deductions/Assignment:

Salary Lodgement

Insurance Company

Overdrawn Salary

Union Dues

Other:

SECTION C – PAYMENT RECIPIENT DETAILS

Commercial Bank

Credit Union

Government Agency

Other Credit Institution

Insurance Company

Individual

Other:

Recipient/Payee Name:

Bank Name:

Contact Person:

Branch Name:

Telephone Number:

Account Name:

Email Address:

Account Number:

SWIFT Code:

Account Type:

Savings

Current/Checking

Transit/Routing Number:

SECTION D – EMPLOYEE DECLARATION & AUTHORIZATION

I certify that the information provided in this form is true and accurate. I authorize the Government of Barbados to deduct the amount stated herein from my salary and, where applicable, remit the deducted amount to the recipient identified above. I understand that any amendment, suspension, or cancellation of this authorization must be submitted in writing.

The Employee further acknowledges and agrees that the Government of Barbados acts solely as a facilitator of salary deductions under this authorization. The Government shall not be held liable for, nor shall it be deemed to have guaranteed, endorsed, or assumed responsibility for, any debt, loan, financial obligation, or other liability of the Employee. Any dispute regarding the debt or obligation shall be resolved solely between the Employee and the creditor/payee.

Employee Signature:

Date:

SECTION E – HEAD OF DEPARTMENT APPROVAL

Supervisor/Manager Name:

Signature:

Date:

SECTION F – PAYROLL APPROVAL

HR/Payroll Representative:

Signature: