

The Manager,  
Salary Service Bureau,  
P.O. Box 8093,  
Causeway.

TY 30  
'A' SET

Date-stamp

### ALLOWANCE/DEDUCTION CHANGE

(Separate form for acting allowance)

(read coding instructions and notes on the reverse before completing this form)

Please give effect to the following allowance/deduction.

Type of allowance/deduction

(delete inapplicable)

Name

(Ministry/Department)

(Min./Dept. number)

New

Change

Cease

Non-recurring

if deduction, to whom it is payable

TICK WHICHEVER IS APPLICABLE

(Shaded blocks for SSB use)

Card type	Section	Subsection	Employee code number	C/D	Complete EC number and check digit blocks 8-14
1 2	3 4	5 6	8 13	14	

Action type	All/Ded. code	This line, blocks 15-20, to be completed by Salary Service Bureau
15 16	17 20	

a. Amount: non-recurring

21	26
----	----

AMOUNT: ONE TIME PAYMENT/DEDUCTION  
Complete blocks 21-26

b. Monthly rate

28	33
----	----

AMOUNT: RECURRING MONTHLY RATE  
Complete blocks 28-33

c. From date

35	40
----	----

START DATE: Complete blocks 35-40

d. To date

41	46
----	----

END DATE: Complete blocks 41-46

e. Post office No. + POSB book No./reference No.

47	58
----	----

REFERENCE NUMBER (DEDUCTIONS ONLY)  
(Start from left and complete as necessary)

AUTHORIZED/APPROVED BY (PSC approval ref. .... dated ..... ) (where applicable)

Applicant (where applicable)

Date

Head of ministry/department

Date  
(Delete inapplicable)

## ALLOWANCE/DEDUCTION CHANGE FORM

### CODING INSTRUCTIONS

1. **Employee code number and check digit.** Complete all seven blocks.
2. **Amount fields.** Leave blank spaces in dollar blocks to the left of the amount inserted. Complete cent blocks with ZEROS where appropriate.
3. **Dates.** Complete in figures; example, 1st September, 1979, will be written as 01 09 79.
4. **Reference number/POSB number.** Complete from left-hand block, continuously, leaving spaces to the right of the full number.  
For POSB deductions, starting from the left, insert the post office code, book number and check digit expressed as one number. Do not leave spaces between any boxes and do not insert hyphens between numbers.

### NOTES

1. Complete top section of form.
2. Complete EC number and check digit.
3. If the amount of the allowance/deduction is to be paid/collected in full, complete blocks on lines (a), (c) and (d).  
Full amount stated will be paid/deducted irrespective of period.
4. If the amount of the allowance/deduction is reflected as a rate for a FIXED PERIOD in excess of one month or for part of a month only, complete blocks on lines (b), (c) and (d).  
Amount stated will be used as a rate and paid/deducted in proportion to dates inserted.
5. If the allowance/deduction is to run for an INDEFINITE PERIOD, complete blocks on lines (b) and (c).  
Amount stated will be used as a rate and paid/deducted until advised to the contrary.
6. If the allowance/deduction is to be CEASED, complete blocks on line (d) only, writing in the date of the last day the allowance/deduction is operative.
7. **Reference number.** Line (e) may also be used for the HOUSE NUMBER in respect of rent deductions or any other reference number.

---

FOR SALARY SERVICE BUREAU

### ACTION TYPES

Delete	New	Change	Reference No. change	Non- recurring	Forced change	Recalc.	Override
00	01	02	03	05	06	08	09