

**Authority for Recovery of Subscriptions  
to: Corps/Regimental  
Associations/Benevolent Funds –  
Officers/Other Ranks**

Please read the notes before completing this form

RESTRICTED – STAFF (when completed)

In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on this form in connection with all matters relating to personnel administration and policy

**JS Form  
JPA E014**

(Revised Mar 2015)

From:

(Unit Address Stamp)

To: The Fund Secretary

Regimental Headquarters Welsh Guards  
Wellington Barracks  
Birdcage Walk, London SW1E 6HQ

**Part 1: Personal Details**

Number  -  Name  Initials

Rank  UIN  A0512A Regt/Corps  WELSH GUARDS Service  ARMY Gender

**Part 2: Authority for Deductions**

\*1. I hereby request that an Annual subscription as shown at Part 3 opposite, be deducted from my pay for the benefit of the stated Fund. The deductions and payments should be made in accordance with the administrative policy of the Fund.

\*2. I request you to Stop deductions in respect of the subscriptions shown in Part 3 opposite.

3. This request is to be effective from 

	Mth	Yr
01		

\* Delete as applicable

Date  Signature

**Part 3: Details of Subscription**

\*1. A Percentage Rate subscription of  278 % of a day's gross basic pay annually.

2. The subscription is payable to: (Details of Fund)

Welsh Guards Regimental Charitable Fund

\* Delete as applicable

**Part 4: Unit HR to confirm details above are correct, to include the SPs primary record (-) if appropriate**

Unit HR Signature

Date

**Part 5: To be completed by the Regimental Secretary**

1. I have noted the request in respect of this subscription in my records.

2. I have completed the necessary notification to Charities Trust regarding the commencement/cessation\* of deductions

\* Delete as applicable

Date

Signature of the Fund Secretary

**Notes:**

1. Effective Date

a. This is to be shown as:

(1) For Starts – as the first of the month and year following the date on which the form was signed.

(2) For Stops – as the first of the month and year from and including which no further deductions are to be made: e.g. a stop effective from 01 Aug 07 means that the final deduction for subscriptions would be for the month of Jul 07. This must be a date after the form is signed.

2. Subscriptions will be deducted monthly in arrears at 1/12<sup>th</sup> of the annual percentage of a day's gross pay as notified by the administrators of the fund. Percentage subscriptions will be based on the rate of pay recorded as in issue at the time the deduction is made.

3. When there is a variation in the type of subscription required (e.g. on transfer to a new Regt/Corps), one form is required to stop the current subscription and another form is required to start the new subscription.

4. To ensure that a subscription is started or stopped from the month indicated at Part 2, this form must be received by the Regimental Secretary not later than the First day of that month.