

## **Notes on completion of the JS Form JPA E014**

Part 3 should be completed as follows:

- Reservists should enter 12%
- Regular Spr – Cpl should enter 120%
- Regular Sgt-WO1 should enter 125%
- Officers should enter 230%

Once the Form is completed it should be passed to your Admin Office who will check it and send it to Corps Funds.

**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**

Updated Mar 15

From:

(Unit Address Stamp)

To: The Fund Secretary

RHQ RE

Ravelin Building, Brompton Barracks

Chatham, Kent ME4 4UG

**Part 1: Personal Details**

Number  -  Name  Initials

Rank  UIN  Regt/Corps  Service  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	<input type="text"/>	<input type="text"/>

\* Delete as applicable

Date  Signature

**Part 3: Details of Subscription**

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

2. The subscription is payable to: (Details of 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**

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