



GMB UNION CHANGING TO DIRECT DEBIT

WHY?

Many of our members pay their union subscription via their pay. However there is also the option to pay by direct debit.

The benefits of direct debit are:

- Easier to change rates if you change your contract (i.e. pay services don't need to get involved)
- The full amount is given to the union for investment in our members (payroll deductions have a percentage taken by BA)
- For your privacy, BA won't know you belong to a union (unless you tell them)

STEP 1 – SETUP DIRECT DEBIT PAYMENT WITH THE GMB

If you have already signed up on the main GMB website go to <http://www.gmb.org.uk/join/login> and enter your login details.

If you are yet to sign up to the main GMB website please complete a sign up form at <https://www.gmb.org.uk/join/register> with your membership details and email address. You will need your membership number, which you can get from your local GMB reps.

Once logged in click on the Switch to Direct Debit link.

Complete your bank details and submit. You will receive a letter confirmation in the post stating you have switched over to Direct Debit.

If you have a smart phone and you are signed up to the main GMB website, you can switch on the GMB app. Scan the QR codes below to download.



STEP 2 – INFORM BA PAY SERVICES

You will then need to inform BA Pay Services to cancel your payroll subscription to the GMB.

On the BA Intranet in the top right hand corner under Search, click the FAQ button. Type in “Ask A Question” then the “Go” button.

On the next page click the Ask for help tab.

Enter the following in the boxes:

Question:

Please stop my GMB Union contributions with immediate effect.

My question is about:

People Services

Category:

Pay & Expenses

Click continue

Then click Finish Submitting Question

You will then receive an automated email, confirming they have received your request.

A few days later you will receive another email from Pay Services, informing you they have actioned the request.

Finally please email us at gmb.dutyrep@ba.com to inform us that you have changed from Payroll deductions to Direct Debit.

NOTE:

It is best to change over to Direct Debit just after payroll cut off so Pay Services have enough time to action the changes.

If you require any further assistance please contact one of your local reps or email gmb.dutyrep@ba.com

As always, if you change your contracted hours, you must inform your GMB branch to action the change for your subs. BA will NOT give us this information.