

HARDSHIP CLAIM FORM AND GUIDANCE

Hardship claim form

Please complete this form and return to the Branch Office together with a copy of the payslip showing the deduction of pay for the strike day. For guidelines on how to complete this form please see notes overleaf. No Claims will be accepted after 31 January 2012

Your current address details	Workplace address details
Membership, branch, employer and income details	1 Membership number
	2 Date of Joining
	3 Employer
	4 Income
Details of Request	
Please give details of how much pay was lost and what impact the loss of pay has caused	
Date	Print name
	Signature

FOR BRANCH USE:

Date Form Received	Authorised
Amount to be paid	Date payment sent

Please return completed forms to:

Staffordshire Branch of UNISON, Wedgwood Building, Tipping Street, Stafford. ST16 2DH

Tel: 01785 245000 | Fax: 01785 228162 | Email: unison@staffsunison.org.uk

Guidelines for completion

- Please note no payments can be made until this form and a copy of the payslip showing the total amount deducted have been received and authorised by the Branch Secretary. It is therefore imperative that it is completed and returned without delay. No Claims will be accepted after 31 January 2012.
- Please complete all sections of the form in block capitals.
- If you do not know your Membership Number, the Branch should be able to supply this.
- Income details – this should be your net annual income from employment
- Once you have completed the form it should be forwarded to your Branch Secretary for approval

If you have any queries, please contact the Branch Officer (details overleaf)