

All members are reminded that it is each member's responsibility to ensure that the correct subscription of 0.7% is paid to the MLSA, that subscriptions continue to be paid and that they remain in line with current salary.

For members who pay by deduction at source, it is the member's responsibility to ensure that their employer deducts the correct subscription from their basic salary. Deduction at source is an agreement between a member and their employer, hence the need for members to sign a mandate form authorising their employer to make deductions of 0.7%. Pay slips should be checked on a regular basis and any errors in deductions notified directly to your local payroll department so that they can be corrected.

Members sometimes write to the MLSA claiming refunds of overpaid subscriptions. In some cases the claim covers many months of subscriptions and requires the Association to undertake a detailed record check to calculate the correct amount of refund due. The MLSA devised a refund policy in 2003 to minimise the burden of these corrections on Head Office and to underline that it is each member's responsibility to ensure that correct deductions are made and to advise their payroll department as soon as possible if an error is made.

MLSA policy since 1st January 2003 is that the refund of overpaid subscriptions is limited to **twelve months immediately prior to the notification of the discrepancy**. The granting of any refund beyond this time frame is strictly at the discretion of the Executive Committee.

All claims for a refund from the MLSA must be in writing to head office and backed up with supporting documentation, e.g., copies of payslips for the time period or confirmation from the relevant payroll department of the details of the overpayment.