



INFORMATION FOR MEMBERS

HEAD OFFICE HOURS CHRISTMAS 2020 AND NEW YEAR HOLIDAY

Thursday	24th Dec 2020	Open until <u>12pm</u>
Friday	25th Dec 2020	Office Closed
Monday	28th Dec 2020	Office Closed
Tuesday	29th Dec 2020	Calls/Emails from <u>9am to 2pm</u>
Wednesday	30th Dec 2020	Office Closed
Thursday	31st Dec 2020	Office Closed
Friday	1st Jan 2021	Office Closed
Monday	4th Jan 2021	Office Closed
Tuesday	5th Jan 2021	Normal Hours

*Normal hrs are 8.45am until 4.15pm Monday to Thursday and 3.15pm Fridays (closed Sat & Sun)

A quick guide for applications during this period:

Loans for payment by **Thursday 24th Dec** to be in office by **Friday 18th Dec**

Share withdrawals for payment by **Thursday 24th Dec** to be in office by **Friday 18th Dec**

Loans for payment by **Tuesday 5th Jan 21** to be in office by **Tuesday 22nd Dec**

Share withdrawals for payment by **Tuesday 5th Jan 21** to be in office by **Tuesday 29th Dec at 12 noon**

Please Note: Members who have registered for online services can submit an online share withdrawal request up to **24th Dec** for payment dates between Christmas and New Year, please visit www.transportcu.co.uk

Emailed share withdrawal requests can be submitted up to **24th Dec** for payment dates between Christmas and New Year to shares@transportcu.co.uk

Share withdrawal requests submitted by **Tuesday 29th Dec at 12 noon** will be paid for **Thursday 31st Dec**.

Paper Share Withdrawals cannot be guaranteed for payment due to post at this time of year, however staff will endeavour to pay these as close to request date as possible.

Head Office: THE TRANSPORT CREDIT UNION
186 ARGYLE STREET GLASGOW G2 8HA Tel: 0141 221 7474
 (The Transport Credit Union is the Trading Name of Scottish Transport Credit Union Ltd)
 "Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority
 and the Prudential Regulation Authority FRN: 213869"