

HEAD OFFICE HOURS CHRISTMAS 2021 AND NEW YEAR

Thursday	23 rd Dec 2021	Normal Hours
Friday	24 th Dec 2021	Open until 12pm
Monday	27 th Dec 2021	Office Closed
Tuesday	28 th Dec 2021	Office Closed
Wednesday	29 th Dec 2021	Calls/Emails from <u>10am to 2pm</u>
Thursday	30 th Dec 2021	Office Closed
Friday	31 st Dec 2021	Office Closed
Monday	3 rd Jan 2022	Office Closed
Tuesday	4 th Jan 2022	Calls/Emails from <u>10am to 2pm</u>
Wednesday	5 th Jan 2022	Normal Hours



A quick guide for applications during this period: *(Please note that payments take 2 working days to credit your bank account)*

Loan applications:

Loan applications for requested payment dates up to **Friday 24th December 21**, should be received in office at the latest by **Wednesday 15th December 21**.

Loans applications for requested payment date **Thursday 30th December 21**, should be received in office by **Wednesday 22nd December 21**.

Share withdrawals:

All share withdrawal requests (posted forms, emailed forms, online requests) for requested payment date **Friday 24th December 21**, should be received in office by **Wednesday 22nd December 21**.

Due to the post at this time of year, we cannot guarantee when mailed share withdrawals will be received. We will endeavour to pay these as close as possible to the requested payment date but please make sure you send in plenty of time.

Posted share withdrawal forms, emailed share withdrawal forms and online share withdrawal requests can be submitted up to **Friday 24th December 21** by **12 noon**, for payment on **Thursday 30th December 21**.

To register for online services, please visit - www.transportcu.co.uk. For emailing forms, please use - shares@transportcu.co.uk.

All Share withdrawal requests received between **Friday 24th - Wednesday 29th December 21 (12 noon)** will be paid for **Friday 31st December 2021**.

Share withdrawal requests and successful loan applications received after this date, by **Tuesday 4th January 22** will be paid for **Thursday 6th January 22**.

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"