



National Student Financial Aid Scheme

Payroll Deduction Authority and Mandate

Monthly salary / payslip deduction instructions for NSFAS loan account

Important:

Complete this form only if your employer or payroll administrator supports NSFAS loan repayments through a salary / payslip deduction channel. Supported payrolls currently include PERSAL, PERSOL, Eskom, SAPO, BMA, SASSA, Eastern Cape Provincial Legislature, and other Q-LINK-supported payrolls confirmed by NSFAS. If your payroll is not supported, use the NSFAS debit order form or pay by EFT instead.

A. NSFAS debtor / loan account to be credited	
First name(s)	Surname
South African ID number	
Cellphone number	Email address
Physical address	

B. Employment and payroll details	
Employer name	Department / payroll unit
Employee / payroll number	As reflected on your payslip, e.g. PERSAL number, PERSOL number, personnel number, staff number or payroll number.
Work contact number (optional)	Work email (optional)
Attach proof	Please attach a copy of a recent payslip, issued within the last three months, reflecting the employer name and employee / payroll number.

C. Payroll deduction instruction			
Monthly deduction amount	R	Deduction frequency	Monthly
First deduction month (may not be more than 1 month in the future)	M M Y Y Y Y	Payment reference instructions	For bulk payments, quote name of employer.
Deduction source	Monthly salary / payslip deduction by the employer or payroll administrator.		
Deduction timing	As per employer's normal monthly payroll cycle, with effect from the commencement month above.		
Payroll instruction note	Where the employer uses a Q-LINK or other payroll interface, the employer / payroll administrator must process the deduction through the applicable payroll channel. Detailed employee level remittance with employee ID numbers to be sent to employer@nsfas.org.za		

D. NSFAS banking details - for employer payment over	
Account name	NSFAS
Bank	First National Bank
Branch code	210554
Account number	500 600 28203
Payment reference	For bulk payments, use name of employer.

The Halyard, 4 Christian Barnard
Cape Town City Center, Cape Town, 8000
Private Bag X1, Plumstead, Cape Town, 7801

T: 0800 067 327
E: info@nsfas.org.za
W: www.nsfas.org.za

OFFICE OF THE ADMINISTRATOR

The appointment of Professor Hlengani Mathebula as the Administrator to the National Student Financial Aid Scheme is in terms of Section 17A to 17D of the NSFAS Act (Act 56 of 1999 as amended), effective from 4 May 2026 as published in the Government Gazette No. 54607 by the Minister of Higher Education and Training, Mr Kgwaridi Buti Manamela



National Student Financial Aid Scheme

E. Authority and signature

This signed Authority and Mandate relates to my NSFAS loan agreement and the payment reference number stated above (the "Agreement").

I authorise my employer, payroll administrator and/or any relevant payroll service provider to deduct from my salary / payslip the monthly amount stated in Section C and pay it to NSFAS, either directly or through the payroll deduction channel applicable to my employer. The deduction will commence on the commencement / first deduction date stated in Section C and will continue monthly until this Authority and Mandate is cancelled by me in writing, or until the amounts legally owing by me to NSFAS have been paid in full.

I acknowledge that the deduction instructions must never exceed the amounts legally owing by me to NSFAS under the Agreement.

I confirm that the information supplied in this form is true and correct and that the employee / payroll number supplied in Section B is the correct number for my employer or payroll records.

Signed at		Date signed	D	D	M	M	Y	Y	Y	Y
Full name of debtor										
Signature of debtor										
Important	Please send the completed form to collections@nsfas.org.za and use your 13-digit South African ID number in the email subject line.									

F. Terms and conditions

Eligibility	This form may be used only where the debtor's employer or payroll administrator supports NSFAS loan repayments through a salary / payslip deduction channel. If the payroll is not supported, the debtor must use another NSFAS-approved payment method.
Mandate	I authorise my employer, payroll administrator and any relevant payroll service provider to process the monthly deduction stated in Section C and to pay the deducted amount to NSFAS for allocation to my NSFAS loan account.
Frequency	Deductions may be processed monthly only, according to the employer's normal salary / payroll cycle.
Payment reference	The South African ID number of the NSFAS debtor must be used as the payment reference unless NSFAS provides another written reference. This is required so that payments can be allocated to the correct NSFAS loan account.
Payroll timing	The actual payroll deduction date may depend on the employer's payroll cut-off dates and processing timelines. If a deduction is not made, is delayed, or is reversed, I remain responsible for the amount legally owing to NSFAS.
Cancellation	I may cancel this Authority and Mandate in writing, but cancellation will not cancel the Agreement or any amount legally owing to NSFAS. Payroll cancellations may be subject to employer or payroll cut-off dates.
Employer changes	I must notify NSFAS if I change employer, my employee / payroll number changes, or payroll deductions stop for any reason. I must then arrange an alternative NSFAS-approved payment method if any amount remains legally owing.
Refunds	I will not be entitled to a refund of amounts deducted while this Authority and Mandate was in force if those amounts were legally owing to NSFAS.
Personal information	I acknowledge that NSFAS may process the personal information supplied in this form and may share necessary information with my employer, payroll administrator or payroll service provider for purposes of implementing, administering and allocating the payroll deduction.
Assignment	I acknowledge that this Authority and Mandate may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party. In the absence of such assignment of the Agreement, this Authority and Mandate may not be assigned to any third party.

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