**HSE South East / CHO 5 Application Form Cycle to Work Scheme 2024**

**ALL Sections must be completed in full and must be signed by Line Manager**

**Employee Name: (Block Letters) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SAP Employee No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PPS No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email (Block Letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Description of Goods to be Purchased:** | | | |
| *Item* | Description | | Price incl VAT |
| Bicycle |  | |  |
| Cycle Helmet conforming to European Standard EN1078 |  | |  |
| Bells or Bulb Horn |  | |  |
| Lights incl dynamo packs |  | |  |
| Mirrors and Mudguards |  | |  |
| Cycle Clips and Dress Guards |  | |  |
| Panniers, Luggage Carriers and Straps |  | |  |
| Locks and Chains |  | |  |
| Pumps, Puncture Repair Kits, Cycle Tool Kits and Tyre Sealant |  | |  |
| Reflective Clothing along with White Front Reflectors and Spoke Reflectors |  | |  |
| **Total Cost incl VAT**  **The HSE will reimburse the vendor to a maximum of €1,250 and any additional costs will be borne by the employee (max €1,500 for Electric, max €3000 Cargo Bike)** |  | |  |
| **NOTE: Please attach relevant invoice from your chosen supplier. Your application will not be processed without this invoice** | | | |
| **Suppliers Details:** | | | |
| Name: | | | |
| Address: | | | |
|  | | | |
| Phone Number: | | Mobile No: | |
| Email Address: | | | |
|  | | | |
| **Suppliers must be on the approved supplier list provided by the Office of Government Procurement** [**https://www.gov.ie/en/organisation-information/8a2b8-cycle-to-work-scheme/**](https://www.gov.ie/en/organisation-information/8a2b8-cycle-to-work-scheme/) | | | |

**IMPORTANT NOTICE:**

**It is the responsibility of each applicant to ensure when submitting the application form for the Cycle to Work Scheme, that you have verified with the shop/company that the bicycle selected is available. Cancellations or refunds cannot be facilitated once payment is processed by the HSE and salary deductions have commenced.**

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| **HSE SOUTH SALARY DEDUCTION & AUTHORISATION FORM** | |
| Having agreed your purchase item(s) and read and agreed the terms and conditions of the scheme please complete this form which should be returned to the appropriate person below. | |
|  | |
| **Applicants Kilkenny/Waterford/Wexford/Carlow/South Tipperary return to: Ms. Deirdre Walsh, Employee Relations Department, HSE South, Lacken, Dublin Road, Kilkenny** | |
| To avail of bicycle and/or related equipment through the Cycle to Work Scheme, I agree to have **the total amount of €………………….** (Please insert the total cost of bike/equipment) deducted from my salary until the amount is repaid in full to the HSE South East to conclude no later than **last pay date in November 2024**.  **NOTE:** If contract end date or retirement date is prior to last pay date in November 2024 please insert date \_\_\_\_\_\_\_\_\_\_\_.  **All deductions must be completed prior to contract end date.** | |
| I agree that, should my employment terminate for any reason prior to the expiry of this agreement, all outstanding monies may be recouped from any final payment or from any other monies due to me. In the event of there not being sufficient funds available from these sources to meet repayment in full, I agree to personally reimburse the HSE South East in regard to any outstanding balance. I acknowledge that the HSE South East is not responsible or liable for the security, disposal, maintenance, repair and use of the bicycle or bicycle safety equipment. | |
| I declare that the bicycle/bicycle safety equipment supplied to me as part of the Government Tax Incentive Scheme\* is for my personal use and primarily for the purpose of travelling to/from work and/or between workplaces. *\*as defined in Section 7 of the Finance (No. 2) Act 2008*  I declare that I have not previously purchased a bicycle / bicycle safety equipment under the Cycle to Work Scheme in any employment in past 4 years (since 1st January 2020). | |
| **I have read the terms and conditions for the HSE Cycle to Work Scheme above and agree to be bound by them.** | |
| Name: (Block Letters) | SAP Personnel No: |
|  |  |
| Location: | Contact Phone No: |
|  |  |
| Signed: | Date: |

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| **LINE MANAGER DECLARATION: *(applications will not be processed unless this section is completed)***  I confirm that having discussed the Terms and Conditions of the Cycle to Work Scheme with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, he/she is eligible for the scheme and will use the bicycle purchased in accordance with the agreed terms and conditions of the scheme outlined.  **Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(PRINT NAME)**  **Line Manager E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **NB: FAO Line Manager**:  Please note that under the Cycle to Work Scheme, the bicycle and/or accessories must be paid for in full on or before an employee retires, resigns or leaves employment with the HSE South East otherwise outstanding balances will be cost coded to managers cost centre.  **Closing date for receipt of applications for the Cycle to Work Scheme 2024**  **Friday 27th September 2024** |
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| **HSE South East / CHO 5 Cycle to Work Scheme 2024**  **TERMS & CONDITIONS** |

1. The Scheme is open to all Employees of the HSE South East / CHO5 with the exception of Agency Staff. Applications from Employees who hold fixed short term contracts will be considered on a case by case basis subject to their agreeing to complete the salary deduction within the term of that contract. TUSLA Employees please email [HR.Businesssupport@tusla.ie](mailto:HR.Businesssupport@tusla.ie) for further information.
2. As the HSE pays for the bicycle in full, the Employee must agree to sacrifice or forego part of his/her annual basic salary in lieu of the provision of the bicycle and/or equipment. Only one purchase, irrespective of the amount of that purchase, is allowed in any 4 year period. This is a tax exemption scheme. The HSE will reimburse any approved provider for bicycle and/or equipment to a value of €1,250 only or €1,500 for an E bike or €3,000 for a Cargo Bike. Any additional costs must be borne by the Employee at the time of purchase.
3. The new bicycle/bicycle safety equipment acquired under this scheme must be used primarily for the purpose of transport to and from work and/or travelling between workplaces. It is the Employees responsibility to ensure compliance with this condition.
4. The Full Value of the approved amount is taken from Gross Pay. The Employee gets relief from PAYE, PRSI, USC & PRD on this amount. **The deductions will have to be repaid in full by the last pay date in November 2024**. The salary sacrifice will have no impact on pension contributions or pension benefits nor will it have any impact on premium payments, overtime or other allowances calculated as a % of basic pay.
5. If you are currently on Unpaid Leave you are not eligible for this scheme as the Salary Sacrifice cannot be facilitated.
6. An Employee whose employment terminates prior to the expiry of the agreed salary deduction arrangement will have the balance of the cost deducted from his/her final salary payment. In the event of this deduction not being made for whatever reason, the Employee will be required to personally reimburse the HSE.
7. The scheme applies only to new bicycles/safety equipment purchased from approved suppliers, the cost of which is available on the Office of Public Works (OPW) web site. [**https://www.gov.ie/en/organisation-information/8a2b8-cycle-to-work-scheme/**](https://www.gov.ie/en/organisation-information/8a2b8-cycle-to-work-scheme/)
8. The following ancillary equipment will be covered by the exemption:
   * Cycle helmets which conform to European standard EN 1078
   * Bells and bulb horns
   * Lights, including dynamo packs
   * Mirrors and mudguards to ensure riders visibility is not impaired
   * Cycle clips and dress guards
   * Panniers, luggage carriers and straps to allow luggage to be safely carried
   * Locks and chains to ensure cycle can be safely secured
   * Pumps, puncture repair kits, cycle tool kits and tyre sealant to allow for minor repairs
   * Reflective clothing along with white front reflectors and spoke reflectors
9. Applications for the scheme should be made on the Cycle to Work application form for the HSE South East/CHO5.
10. The HSE accepts no responsibility for lost equipment or for any injury suffered by the Employee when using the bicycle or cycle equipment or for the security, disposal, maintenance, repair or use of the bicycle or cycle equipment. Neither does the HSE accept responsibility for the misuse of the bicycle or cycle equipment by its Employees and asserts that equipment purchased under this scheme is strictly non-transferable.
11. While payment for bicycle/cycle equipment will be made by the HSE, once payment has been made it is the Employee’s responsibility to ensure that the goods are supplied. It is a requirement of the scheme for participating suppliers that all warranties relating to the equipment will be for the benefit of the Employee and that all issues arising in relation to the warranties will remain between the Employee and the supplier.
12. Information from the Revenue Commissioners on this scheme, which is approved by the Department of Finance, is available from the Revenue Commissioners.

**Closing date for receipt of applications for the Cycle to Work Scheme for 2024:**

**Friday 27th September 2024**