|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee Name:** |  | | **Employee No.:** | |  | |
| **HSE Area:** |  | | **P.P.S. No.:** | |  | |
| **Phone No.:** |  | | **Unit Location:** | |  | |
| **Job Title:** |  | | **Ward/Department:** | |  | |
| **Cost Centre:** |  | |  | |  | |
| **Service Function:- (tick as appropriate)** | **CHO-MLM** **National Hospitals Office** **Other** (please state) | | | | | |
| **Current mode of transport to & from work:** |  | **Distance from home to work:(in kms)** | |  | |
| **Do you travel to other destinations within your working day that incur a travel expense: (yes/no)** |  | **Do you envisage using your bicycle for this purpose: (yes/no)** | |  | |

**Signed statement regarding use of the bicycle**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that the bicycle to be purchased by my employer on my behalf as part of the Government tax incentive scheme\* is for my own personal use and will be used mainly for the purposes of qualifying journeys, where qualifying journeys are defined as the whole or part (e.g. between home and train station) of a journey between employee’s or director’s home and normal place of work, or between his or her normal place of work and another place of work.

\*as defined in section 7 of the Finance (NO. 2) Act 2008

**Salary sacrifice agreement**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Employee No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree that the sum of €\_\_\_\_\_: \_\_\_ will be deducted in equal instalments from my salary between the period**\*** \_\_\_// \_\_\_//\_\_\_\_to 31/12/2021 in order to facilitate the purchase of a bicycle and/or cycle equipment as part of the Government tax incentive Cycle to Work scheme.

On termination of my employment for whatever reason I declare that I will repay in full any monies outstanding under this scheme.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\* The period cannot extend beyond the end of the calendar year of purchase, i.e. 31st December, or the duration of the contract. As defined in Section 7 of the Finance (No. 2) Act 2008**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Warranty associated with this bicycle and equipment are transferred to the employee from supplier after payment**

**Employee Declaration regarding the Cycle to Work Scheme: -**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that I have not availed of the Cycle to Work Scheme in any employment since 1st January 2017. **Note**: An employee can only avail of the exemption from tax under the scheme once in any 4 year period.

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Line Manager Declaration:**

I confirm that having discussed the Terms and Conditions of the Cycle to Work Scheme with Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee No.: \_\_\_\_\_\_\_\_\_\_ they are eligible and will use the bicycle purchased in accordance with the agreed terms and conditions of the scheme, outlined above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Line Manager**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bicycle Make:** |  | **Bicycle Model** |  |
| **Bicycle Record No.:** |  | **Cost of Bicycle (A)** |  |
| **Cost of Equipment (B)** |  | **Total Cost (A) + (B)** |  |
| **Purchase Order No.:** |  | **Date Bicycle Received:** | **// //** |
| **Date Bicycle Collected by Employee:** | **// //** | **SAP/HR Payroll Deduction Code** |  |
| **Date Deductions Commenced on Payroll System** | **// //** | **Total Deduction Amount** | **€\_\_\_\_\_:\_\_\_\_\_** |
| **Amount to deducted per \* fortnight/monthly**  (\*del as appropriate) | **€\_\_\_\_\_:\_\_\_\_** |  |  |