



**Maynooth  
University**  
National University  
of Ireland Maynooth

## Maynooth University Cycle to Work Scheme Application & Agreement Form

*Please ensure that you have made yourself familiar with the details of the scheme in advance of completing this application form*

**Name:** \_\_\_\_\_

**Staff Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Bicycle Supplier:** \_\_\_\_\_

(Please choose from the approved supplier list, on the Tax-Free Bicycles website at:  
[https://taxfreebicycles.com/public/cycle\\_shops.php](https://taxfreebicycles.com/public/cycle_shops.php))

**Pay back option:**

Deductions will be made over a period of **12 months** or a shorter term in the case of a temporary contract employee whose contract is due to expire in less than 12 months, in which case deductions will be over the remainder of the current contract term.

In the event of leaving my employment with Maynooth University, I give permission for the appropriate amount to be deducted from my final payment. In the event that there are insufficient funds available, I agree that I will personally reimburse the University the outstanding balance owed via Bank Transfer before I leave.

**I have read and I agree to the conditions attached:**

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

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

Please return this form together with the additional documentation outlined above to:  
[humanresources@mu.ie](mailto:humanresources@mu.ie) or by post to Human Resources, Riverstown Lodge, South Campus



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**Declaration:**

I confirm that the bicycle and safety equipment purchased under this scheme is for my own use and will be used mainly for the whole or part of a journey between my home and my normal place of work, or between my normal place of work and another place of work (only applicable where employee is required to travel in the performance of the duties of his/her employment).

I confirm that I have not availed of the cycle to work scheme with Maynooth University, or another employer, within the last four tax years.

I understand that Maynooth University is not liable or responsible in the case of any injury that I may incur while using equipment purchased under this scheme.

I understand that Maynooth University is not responsible for any bicycle or equipment purchased which is damaged or stolen.

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

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

Please return this completed form to the Human Resources Office, Riverstown Lodge, South Campus or email it to [humanresources@mu.ie](mailto:humanresources@mu.ie) This application form must be accompanied by a quotation from a bicycle shop from the approved supplier list.

**Office Use Only:**

Date received by HR: \_\_\_\_\_

Salary Paid:                      Weekly                          Monthly   

Employment Status:                      Permanent                          Temporary contract\*   

\*State contract End Date: \_\_\_\_\_

**Approved by:** \_\_\_\_\_

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