

Maynooth University Tax Incentive Cycle to Work Scheme Application & Agreement Form

Name: _____

Staff Number: _____

Department: _____

E-mail Address: _____

Bicycle Supplier: _____

(Please choose from the approved supplier list, on the Tax Free Bicycles to work website <http://taxfreebicycles.com/>)

Pay back option:

Deduction will be made over a period of **12 months** or in the case of a fixed term contract staff member whose contract is due to expire prior to 12 months, for the duration of the existing contract.

In the event of leaving my employment with National University of Ireland, Maynooth, 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 Cheque/Bank Draft before I leave.

I have read and I agree to the conditions attached:

Signed: _____

Date: _____

Declaration:

I confirm that the bicycle and safety equipment purchased under this scheme is for my own use and will be used mainly for travelling to and from work, or between my normal place of work and another place of work (only applicable where staff member 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 five tax years.

The University does not accept responsibility for any bicycle or equipment purchased which is damaged or stolen.

Signed: _____

Date: _____

Please return this completed form to Human Resources Office, Riverstown House, South Campus for administration and record purposes.

Office Use Only:

Date received by HR: _____

Salary Paid: Weekly Monthly

Employment Status Permanent Fixed Term *

*State contract End Date: _____

Approved by: _____

Date: _____
