**Salary sacrifice agreement between “Employer” & the employee detailed below:**

By completing this for you are confirming your intention to enter into a salary sacrifice agreement

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Project/Location & Job title:** |  |
| **Payroll Number:** |  |
| **Contact number:** |  |
| **Bicycle details & Vendor:** |  |
| **Purchase Amount:** |  |

**Salary sacrifice agreement**

Please alter the terms and conditions of my contract to forego € \_\_\_\_\_ of my weekly/fortnightly/monthly pay for the purchase of a bicycle and related equipment.

I understand that the cost of the bicycle and related equipment will be deducted from my gross pay from \_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \*

In the event of termination of employment on or before that date the full amount owing at that date falls due immediately and may be deducted from any final pay due to me. I will repay in full any monies outstanding under this scheme.

**\***The period cannot be for more than 12 months, or cannot exceed the duration of the contract

**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 an employee'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

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

 *Employee* *On behalf of Employer*

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **For office use**EFT reference & date: |