# A blue background with yellow text  Description automatically generatedCycle to Work Application Form

|  |  |
| --- | --- |
| **Employee Name:**  |  |
| **Faculty/School/Unit:**  |  |
| **Staff ID number:** |  |
| **Amount:** |  |

I declare that the bicycle to be purchased by my employer on my behalf as part of the Government tax incentive Cycle to Work scheme is for my own personal use and will be used mainly for the purposes of qualifying journeys.

I authorise that the above mentioned sum of money be deducted in equal instalments from my salary between the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

|  |  |
| --- | --- |
| **Employee Signature\*:**  |  |
| **Date:** |  |

***\*Disclaimer***

*By signing this application form you consent to deductions being taken from your salary. The period of these deductions cannot exceed 12 months or the duration of your current contract. Deductions will be made in equal amounts. The University does not accept responsibility for any bicycle or equipment damaged or stolen. Full Terms and Conditions are available from the Human Resources Website.*

**Next Steps**

1. Please return the completed form to **Jennifer.Curran@dcu.ie, DCU Human Resources Department**.
2. Allow 15 working days for the payment to be processed after which time you should contact the bicycle shop to check the status of the payment.