  

Payment of travel pass fees by salary deduction – NET

|  |  |
| --- | --- |
| Full name: |  |
| Home address: |  |
| Postcode: |  |
| Phone number: |  |
| Email: |  |
| Payroll number: |  |
| Library card number:  (shown on University card) |  |
| School/Department: |  |
| Student card / NUS extra number:  (if applying for student pass) |  |

I wish to purchase the following travel pass (please indicate below):

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel pass** | **Total cost** | **Monthly**  **deduction** | **Tick**  **(one only)** |
| Annual tram2work adult | £575 | £47.92 |  |
| Annual tram2work student | £375 | £31.25 |  |
| T2W 3 month pass | £190 | £63.33 |  |
| T2W 6 month pass | £350 | £58.33 |  |

I wish to commit to the travel pass scheme for 12 months, commencing 01 / MM / YYYY, and give permission for the cost of my travel pass to be deducted from my salary at The University of Nottingham.

Please deduct the amount of £ each month for 12 consecutive months.

I understand that, if I leave the University during the 12 months, I must notify Pension and Benefits Services of my leaving date. I give permission for the outstanding balance to be deducted from my final month’s salary if I have not agreed alternative arrangements with Pension and Benefits Services.

I understand that, at the end of the 12 month period, my travel pass will cease to be valid and that it is my responsibility to re-apply to the scheme to arrange a new pass.

Signed**:** ……………………………………………………….. Date: ………………………………………………………..

**Please email this form to:** [benefits@nottingham.ac.uk](mailto:benefits@nottingham.ac.uk)

**Or post to:** Pension & Benefits Services, Financial Operations, The University of Nottingham, King’s Meadow Campus, Lenton Lane, Nottingham, NG7 2NR