

Payment of travel pass fees by salary deduction – Trent Barton

**Please complete this form clearly, using BLOCK CAPITALS.**

|  |  |
| --- | --- |
| Title & full name: |  |
| Home address:  (Your pass will be posted to this address) |  |
| Postcode: |  |
| Phone number: |  |
| Email: |  |
| Date of birth: |  |
| Payroll number: |  |
| School/Department: |  |
| On which bus route(s) do you intend to use the pass? |  |
| Saver pass number (if applicable): |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel pass** | **Total cost** | **Monthly deduction** | **Tick**  **(one only)** |
| Trent Barton Saver – Nottingham zone A | £700.00 | £58.34 | r |
| Trent Barton Saver – Nottingham zones A+B | £1000.00 | £83.34 | r |
| Trent Barton Saver – Nottingham zones A+B+C | £1110.00 | £97.50 | r |
| Trent Barton Saver – Derby | £760.00 | £63.33 | r |
| Trent Barton Saver – entire network | £1350.00 | £112.50 | r |
| Trent Barton MANGO – £150 credit | £150.00 | £12.50 | r |
| Trent Barton MANGO – £250 credit | £250.00 | £20.83 | r |

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.

*For those purchasing an annual travel pass*

I understand that, at the end of the 12-month period, my Saver 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, University of Nottingham, King’s Meadow Campus, Lenton Lane, Nottingham, NG7 2NR**.**