**Appendix I**



**Cycle-To-Work Scheme**

# Application Form 2025

**Staff Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff No. (as per payslip) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Ph. No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Goods** | **Description** | **Price (Incl. VAT)** |
| Bicycle/Pedelec |  |  |
| **Cycle helmet (conforming to Euro standard EN1078)** |  |  |
| **Bells & bulb horn** |  |  |
| **Lights, incl. dynamo packs** |  |  |
| **Mirrors & mudguards** |  |  |
| **Cycle clips & dress guards** |  |  |
| **Panniers, luggage carriers & straps** |  |  |
| **Locks & chains** |  |  |
| **Pumps, puncture repair kits, cycle tool kits & tyre sealant** |  |  |
| **Reflective clothing, white front & spoke reflectors** |  |  |
| **Delivery Charges** |  |  |
| **Total** |  |  |

 **Attach Invoice for Bicycle/Equipment of Total Ordered up to** €**1,250/ €1,500 (electric bike) €3,000 (E-Cargo bike)**

I confirm that the above details are correct, and payment is to be made to the supplier on my behalf.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **To Be Completed by the Supplier**

Supplier’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VAT No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Supplier do not have a City of Dublin ETB Supplier account, please complete the Supplier Setup Form and submit as soon as possible to Cycle to Work scheme, City of Dublin ETB, Merrion Road, Ballsbridge, Dublin 4 or by email to cycletowork@cdetb.ie. **Payment will be made by Electronic Funds Transfer only.**