**Appendix II**



**Cycle-to-Work**

**Salary Deduction Authorization Form 2025**

I hereby authorize a salary sacrifice of €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (*amount should equal total stated on invoice*), of my annual basic salary in lieu of the provision of new bicycle / bicycle safety equipment by the City of Dublin ETB. I agree that this arrangement will operate until the salary sacrifice has been recouped in 2025 and that the deductions will be reflected in my payslips over one of the periods below \* (**please tick the selected deduction period below**). (\*August in the case of applicants employed under a fixed term contract due to expire in August). ***End dates are subject to review based on contract details.***

|  |  |
| --- | --- |
| Start date to November 2025 |  |
| Start date to August 2025\* |  |
| Start date to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify month if you wish to opt for deductions over a shorter period. Note it must be before November 2025) |  |

If my employment ceases before the total cost is recouped, the outstanding cost will be deducted from my final remuneration.

I declare that the bicycle/bicycle safety equipment supplied under this scheme is ***for my personal use and will be used primarily for qualifying journeys i.e. as a whole or part of the journey from my home to my workplace***. I understand that I should use the bicycle in line with all the rules and regulations set out by the Road Safety Authority (RSA) and always make use of proper bicycle safety equipment. \*

I have read and I agree with the City of Dublin ETB Cycle to Work Terms & Conditions, together with the Department of Education & Skills Circular 0055/2020.

**Name (Print):** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PPS No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

\* Please see http://www.rulesoftheroad.ie

# Please return to cycletowork@cdetb.ie or post: Creditors Department, Cycle to Work Scheme, City of Dublin ETB Head Office, Merrion Road, Ballsbridge, Dublin 4